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St. Louis Board of Education and St. Louis Teachers Union, American Federation of Teachers, AFL-CIO, Local 420 (1993)

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St. Louis Board of Education and St. Louis Teachers Union, American Federation of Teachers, AFL-CIO, Local 420 (1993)

Keywords

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POLICY STATEMENT OF THE
ST. LOUIS BOARD OF EDUCATION
IN RELATION TO WORKING CONDITIONS

TEACHERS
SECRETARIAL/CLERICAL
PARAPROFESSIONALS
AND CERTAIN OTHER EMPLOYEES

NOV - 4 1996

*3,900
(teachers, etc.)*

Extended thru 6/30/97



The Board of Education of the City of St. Louis does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to, or treatment or employment in its programs and activities. Inquiries regarding compliance with Title VI, Title IX, AGE, Section 504 or ADA should be directed to Dr. Charlene L. Jones, Associate Superintendent for Personnel, 911 Locust Street, St. Louis, MO 63101; (314) 231-3720 (extension 228). 4/93

St. Louis Public Schools
DEPARTMENT OF PERSONNEL SERVICES

Charlene L. Jones, Ph.D.
Associate Superintendent for Personnel
911 Locust Street
St. Louis, Missouri 63101

TABLE OF CONTENTS

SECTION A

| | |
|---|----|
| SECTION A | 1 |
| BASIC PROVISIONS | 1 |
| PREAMBLE | 2 |
| ARTICLE I DISCUSSION PROCEDURE | 2 |
| II POLICY PRACTICE | 3 |
| III MANAGEMENT PREROGATIVES | 3 |
| IV NON-DISCRIMINATION | 3 |
| V GRIEVANCE PROCEDURE | 3 |
| VI UNION RIGHTS | 7 |
| VII EMPLOYEE PROTECTION | 12 |
| VIII SPECIAL SALARY AND BENEFIT PROVISIONS | 14 |
| IX SENIORITY AND TRANSFERS | 17 |
| X ASSIGNMENT, TRANSFER AND PROMOTION | 18 |
| XI VACANCIES | 20 |
| XII EMPLOYEE RIGHTS | 21 |
| XIII LEAVES | 24 |
| XIV ESCROW ACCOUNT | 37 |
| XV HUMAN RELATIONS PROGRAM | 38 |
| XVI RELATIONS BY OBJECTIVES PROGRAM | 38 |
| XVII SAVING CLAUSE | 38 |
| XVIII SCHOOL YEAR | 38 |
| XIX DURATION | 38 |
| Appendix A-1 | 40 |
| Circle For Relationship by Affinity/Consanguinity | 40 |
| Appendix A-2 | 41 |
| School Calendar 1993-1994 | 41 |

SECTION B

| | |
|---|----|
| SECTION B | 43 |
| TEACHERS AND CERTAIN OTHER EMPLOYEES | 43 |
| TEACHERS | 44 |
| ARTICLE I RECOGNITION | 44 |
| II CONTINUING AND DISTRICT SUBSTITUTES | 44 |
| III TEACHER RESPONSIBILITY | 45 |
| IV TEACHERS OF PRACTICAL NURSING | 45 |
| V IMPLEMENTATION OF STUDENT DISCIPLINE POLICIES | 46 |
| VI ASSIGNMENT, TRANSFER AND PROMOTION | 48 |
| VII TEACHER RIGHTS | 51 |
| VIII EVALUATION | 52 |
| IX EDUCATIONAL CONSIDERATIONS | 54 |
| X SPECIAL AREAS, EDUCATIONAL CONSIDERATIONS | 58 |
| XI SCHOOL DAY | 65 |
| XII CLASS SIZE | 66 |
| XIII SALARY AND RATES OF PAY | 67 |
| XIV DEPARTMENT HEADS/TEAM LEADERS | 68 |
| XV SUMMER SCHOOL ASSIGNMENTS | 69 |
| XVI DISCIPLINE AND DISCHARGE | 69 |
| XVII PAY SCHEDULE 1993-1994 | 69 |

| | | |
|--------------|---------------------------------------|----|
| Appendix B-1 | 1993-1994 Pay Schedule | 70 |
| Appendix B-2 | Teachers' Salary Schedule B.A. Degree | 71 |
| Appendix B-3 | Athletic Extra Pay Duty | 73 |
| Appendix B-4 | Non-Athletic Extra Pay for Extra Duty | 75 |
| | Department Heads/Team Leaders | 75 |
| | Extra Pay for Extra Duty | 75 |
| Appendix B-5 | Continuing and District Substitutes | 76 |
| | Substitute Teacher Assistant | 76 |

SECTION C

| | | |
|--------------------------------|--|----|
| SECTION C | SECRETARIAL/CLERICAL EMPLOYEES ONLY | 77 |
| SECRETARIAL/CLERICAL EMPLOYEES | | 78 |
| ARTICLE I | RECOGNITION | 78 |
| II | EMPLOYMENT CONDITIONS | 78 |
| III | EVALUATION | 81 |
| IV | OTHER FRINGE BENEFITS | 82 |
| V | SALARY AND RATES OF PAY | 83 |
| VI | SUMMER SCHOOL ASSIGNMENTS | 83 |
| VII | FEDERAL FUNDING | 84 |
| VIII | DISCIPLINE AND DISCHARGE | 84 |
| Appendix C-1 | Secretarial/Clerical Salary Schedule 1993-1996 | 85 |
| Appendix C-2 | 1993-1994 Pay Schedule | 94 |

SECTION D

| | | |
|-------------------|----------------------------------|-----|
| SECTION D | PARAPROFESSIONAL EMPLOYEES ONLY | 95 |
| PARAPROFESSIONALS | | 96 |
| ARTICLE I | RECOGNITION | 96 |
| II | EMPLOYMENT CONDITIONS | 96 |
| III | EVALUATION | 97 |
| IV | TEACHER AIDES AND ASSISTANTS | 98 |
| V | BOOK-CLERK TREASURERS | 101 |
| VI | SECURITY OFFICERS | 102 |
| VII | SALARY AND RATES OF PAY | 103 |
| VIII | OTHER FRINGE BENEFITS | 104 |
| IX | DISCIPLINE AND DISCHARGE | 105 |
| X | FEDERAL FUNDING | 105 |
| Appendix D-1 | Paraprofessional Salary Schedule | 106 |

SECTION A

BASIC PROVISIONS

PREAMBLE

This policy statement has been compiled following a series of meetings and discussions held between the representatives of the St. Louis Board of Education and the St. Louis Teachers Union, Local 420.

The St. Louis Teachers Union, Local 420, American Federation of Teachers, AFL-CIO, represents professional teachers and other employees who have an interest in educational excellence as does the St. Louis Board of Education. This interest is far beyond the scope of a policy statement governing terms and conditions of employment.

This policy statement contains provisions relating to terms and conditions of employment and it also provides for a system of communication and consultation whereby the superintendent of schools, his staff and school principals shall meet regularly with representatives of the Union, as provided herein, to discuss matters furthering their joint interest in educational excellence and the development thereof, as well as, matters relating to the implementation of this policy statement.

Within the framework of its statutory authority and consistent with the law, the Board hereby declares its policy, with regard to working conditions and conditions of employment relating to employees specifically referred to in this policy statement, to be as follows:

ARTICLE I DISCUSSION PROCEDURE

The Board of Education or its designees shall meet on request with the St. Louis Teachers Union, Local 420, through employee representatives of its own choosing and shall confer on and fully discuss with an intent to reach an understanding on all matters relating to wages, hours and other conditions of employment for employees. Upon the completion of the meeting(s) as provided above, any changes in the existing policy statement shall be reduced to writing and presented to the Board of Education for approval at its next regularly scheduled meeting whenever possible.

Pursuant to the foregoing, any requests by the union for change in the existing policy statement shall be submitted by April 1. The stated time lines may be waived by mutual written consent of the parties. Negotiations should commence no later than April 30 and should conclude no later than August 1, if possible. The Board or Union may submit additional requests after discussions have begun.

ARTICLE II POLICY PRACTICE

- A. The Board or its representatives shall take no action during the period to which this policy statement relates to reduce benefits presently provided the employees, provided there are sufficient funds to maintain such benefits.
- B. The Board or its representatives shall make no changes without having given written advance notification to the Union, which would allow sufficient time for discussion thereon prior to action by the Board and/or any standing committee of the Board, if such discussion is requested by the Union.

ARTICLE III MANAGEMENT PREROGATIVES

It is recognized that the management of the school system and the direction of the teaching staff and all other employees are reserved exclusively to the Board; except that any actions of the Board, superintendent of schools or his/her staff, under the foregoing, shall not be inconsistent with any of the other provisions of this policy statement.

ARTICLE IV NON-DISCRIMINATION

The Board of Education of the City of St. Louis does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to, or treatment or employment in its programs and activities.

Any employee of the Board is entitled to participate or not participate in political activities to the same extent as citizens generally and to become a candidate for appointment or for nomination and election to public office.

Participation in such political activities or attempts to obtain appointment or nomination and election to public office shall be conducted in such a manner as not to interfere with duties as an employee of the Board.

ARTICLE V GRIEVANCE PROCEDURE

- A. If any employee feels unfairly treated through the misapplication of any of these provisions, or any Board rules or regulations, or through any administrative action which adversely affects the employee's status, he/she may have recourse to the following procedure:
 - 1. Informal: Before a formal written grievance is filed and within thirty working days following the occurrence of the event upon which the grievance is based, or within thirty working days of the date on which the event became known to the grievant, or within thirty working days of

the most recent occurrence of a continuing practice giving rise to a grievance, the grievant or his/her representative shall attempt to resolve the matter informally by requesting a meeting with the principal or immediate supervisor to discuss the nature of the grievance and the action or remedy sought. The principal or immediate supervisor shall respond no later than three days after the informal meeting has been held.

2. Step One: If the matter is not resolved informally to the satisfaction of the grievant, the grievant shall have ten working days to file a formal, written grievance with the principal or immediate supervisor. If requested, a meeting shall be held within three working days between the principal or supervisor and the grievant and his/her representative. The grievant may waive the request for a meeting. The principal or supervisor shall submit a written response to the Step One grievance within ten working days of the Step One meeting or within ten working days of the receipt of the Step One grievance, if the meeting is waived.
3. Step Two: If the matter is not resolved at Step One to the satisfaction of the grievant, the grievant may appeal the Step One decision within five working days of the receipt of the Step One decision. A meeting shall be held with the appropriate associate superintendent or his designee within five working days of the receipt of the Step One appeal. The appropriate associate superintendent or his designee, within five working days of the close of the Step Two meeting, shall issue a written decision to affirm, modify or reverse the decision appealed from.
4. Step Three: If the matter is not resolved at Step Two to the satisfaction of the grievant, the grievant may appeal the Step Two decision to the superintendent within five working days of the receipt of the Step Two decision. Within five working days of the receipt of the Step Two appeal, the superintendent shall issue a written decision to affirm, modify or reverse the decision appealed from.
5. Step Four: If the matter is not resolved to the satisfaction of the grievant, the grievant may appeal the Step Three decision by submitting the grievance to an arbitrator for an opinion. The submission of the grievance to arbitration shall be made no later than ten working days following the receipt of the Step Three decision. The following procedures shall govern the arbitration process.

- a. The parties shall attempt to select the arbitrator by mutual agreement. If they have been unsuccessful within fifteen days to agree upon an arbitrator, they shall jointly request the Federal Mediation and Conciliation Service (FMCS) in Washington, D.C. to submit a panel of seven (7) arbitrators from whom the parties shall select one by each side retroactively giving a name commencing with the party seeking arbitration.
 - b. The arbitrator shall have no power to add to, subtract from, to modify or to alter the terms of this policy statement.
 - c. If a dispute exists concerning the arbitrability of an issue referred to arbitration, the issue of arbitrability shall be the first issue before the arbitrator and no other matter will be considered by the arbitrator until the question or arbitrability is resolved.
 - d. Neither the Board nor the Union will be permitted to assert before the arbitrator any grounds or evidence which has not previously been disclosed to the other party except where a party was unable to produce said grounds or evidence prior to Step Three. In that case such grounds or evidence shall be disclosed to the other party between Step Two and the arbitration hearing. The admissibility of such evidence shall be decided by the arbitrator prior to proceeding with the grievance hearing.
 - e. Any discussions or proposals which occurred between the parties between Step Two and Step Three are not to be considered relevant to the arbitration proceeding.
 - f. Each party shall bear the full cost for its representation in the arbitration. The cost of the arbitrator will be divided equally between the parties.
6. Once an arbitration opinion has been rendered, the Board of Education shall review the arbitrator's opinion to determine whether the arbitrator's decision (1) was contrary to law or Board policies and regulations, (2) exceeded the arbitrator's authority or (3) was arbitrary, irrational or clearly the result of fraud or deceit. The Board shall notify the Union of its disposition of the arbitration opinion within thirty (30) days of receipt of said opinion, except that in cases of extended recess periods or other similar circumstance where the Board is

unable to meet, this notification period shall be reasonably extended.

B. Other Provisions Governing the Grievance Procedure:

1. Any of the time limits set forth at any of the several stages of the foregoing procedure may be extended by mutual agreement between the parties.
2. A party to a grievance proceeding shall have the right to representation of his/her choice through Step Two; but not beyond, of the formal process. The grievant shall not be required to discuss any grievance if the grievant's representative is not present. An employee may avail him/herself of the grievance procedure in person or by counsel and have such adjusted without the intervention of the Union provided that:
 - a. the adjustment is not inconsistent with the terms of this Agreement; and
 - b. the Union has been given reasonable opportunity to be present at any meeting called for the resolution of such grievance; and
 - c. the employee shall not be represented by an official or declared representative of an employee organization other than the Union.
 - d. the Union shall have exclusive authority in its discretion as to whether to appeal any grievance to arbitration.
3. No employee will be prejudiced or discriminated against by the Board or the school administration because of his/her participation in this grievance procedure. Nor shall the fact that an employee has filed or participated in a grievance be taken into account in the evaluation of such employee.
4. The Board and administration will cooperate with the parties involved in its investigation of any grievance and further, will furnish the parties involved such reasonable and appropriate information as is requested for the processing of any grievance.
5. Should the investigation or processing of any grievance require that an employee or his/her representative be released from a regular assignment, he/she shall be released without loss of pay or benefits as long as no unreasonable interference with the school program results.

6. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
7. If a grievance develops at or near the end of the school year, such that sufficient time is not available during the school term to implement fully the grievance procedure set forth, said time limits shall be waived to expedite the process of the grievance.
8. As used in the foregoing procedure, "employee" shall mean either: (1) an individual employee or (2) a group of employees who have the same grievance.
9. The Union shall have the right to present grievances in the manner prescribed above on behalf of the employees or the organization.
10. If in any given case the parties should mutually agree that an expedited arbitration hearing is appropriate, the hearing will be conducted in accordance with the following:
 - a. The hearing will be informal.
 - b. No briefs shall be filed or transcripts made.
 - c. There shall be no formal rules of evidence.
 - d. The hearing shall normally be completed within one (1) day.
 - e. The arbitrator shall render his/her written decision within five (5) days after conclusion of the hearing. His/her decision shall be based on the record before him/her and shall include a written explanation for the basis of his/her conclusion. However, these decisions shall not be cited as a precedent.
 - f. The arbitrator shall be selected in the same manner as provided in Section A-5 of this article.

ARTICLE VI UNION RIGHTS

A. Majority Rights

The Board or the administration will not accord to any other organization of employees any of these rights accorded to the Union for those employees who are in the Teacher, Paraprofessional and Secretarial/Clerical units represented by the St. Louis Teachers Union. However, this shall not be understood

to require the Board to discriminate against any employee in the exercise of payroll deduction conveniences previously accorded. Nor shall this preclude the Board or its designee from responding appropriately to others in the exercise of rights accorded to them by law.

B. Leave for Union Activity

Any employee (not more than six (6) teachers and/or four (4) non-certificated employees at a time) elected or appointed to any full-time position in the Union shall be given a leave of absence; provided however, that any such leave shall only be given for a full semester or a full school year and not for a part of a semester. He/She shall continue to accrue seniority for salary increments and all other purposes where seniority is a factor. The absence shall not be construed as a break in service for any purpose, except for probationary employees whose leave time cannot be counted for the purpose of achieving tenure.

Regularly appointed employees on such leave of absence shall be permitted to make their regular contributions to plans requiring such contributions. They shall also be permitted to pay the contribution required or permitted by laws to be made by the employee to the Public School Retirement System to insure that full credit for retirement is granted for the time spent on such leave of absence.

Employees granted a leave of absence under this section shall not be entitled to any Board sick leave days during their period of leave.

C. Released Time

Released time will be granted to no more than five (5) employees as defined in Section B, Article 1, five (5) employees as defined in Section C, Article 1, four (4) employees as defined in Section D, Article 1, for the purpose of participation in meetings with Board representatives.

D. Dues Deduction

The Board will deduct from the pay of each employee, for whom it receives an authorization, the required amount of fees for the payment of Union dues and/or voluntary contributions. No deduction will be discontinued except upon written notification to the Board by the Union or by failure of the employee to have sufficient salary remaining after other deductions have been processed. Revocation of a dues deduction authorization shall be made only between June 1 and June 30. The Union must report to the Board no later than July 10,

the names of employees who have requested discontinuation of payroll deduction during the revocation period. Deductions will be discontinued on the next pay date following receipt of the report from the Union provided the report reaches the Board ten (10) days before the scheduled pay date. All deductions, accompanied by a list of persons from whom they have been deducted and the amount deducted from each and a list of persons who had authorized deductions and from whom no deduction was made and the reason therefor, shall be forwarded to the Union. Any discrepancies must be reported by the Union to the Board within five (5) days of receipt of the deduction report.

E. Lists

1. The Board will furnish to the Union by October 15 and February 15 of each year two complete lists of employees covered by this policy statement. One list will be in alphabetical order by last name and will show the employee's job title and home address. The other list will be by location with employees alphabetically listed at each location and their home address.
2. The Board will notify the Union after each monthly Board meeting of all newly appointed employees, as well as employees who have separated from service.
3. The school site administrator or his/her designee will provide the Union building representative with an up-to-date faculty list.
5. The Board will furnish to the Union a current list of employees showing seniority and certifications by November 1 of each year.

F. Visitation at Schools by Teacher Union Representatives

Two Union representatives will be allowed access to any school or work location for consultation with an employee or employees before or after school or during the lunch period or during any other non-teaching or non-duty times, if such visit does not conflict or interfere with other school or job activities.

A list of all such accredited representatives shall be furnished to the superintendent's office by October 15 and kept current by the Union. Such Union representative(s) on any visit shall report their presence to the school principal, or other head of a location, or designee, upon entry into the school or on location premises. Upon request of an employee(s) at a given school or location, or the Union, the principal or other head of a location will allow additional

representatives (not more than five in number) access to the school or location, after school or working hours, for consultation. Such access shall not be unreasonably withheld and subject to the administrator's concurrence.

G. Posting and Distribution of Union Literature on Bulletin boards and in School Mailboxes.

1. All Union literature and notices distributed under this section shall be authorized by officially designated representatives of the Union.
2. The Union shall be provided adequate bulletin board space in a place readily accessible to and normally frequented by all employees for the posting of the following:
 - a. Meeting notices and information concerning the internal functioning of the Union. Courtesy copies of such notices and information shall be given to the principal or other head of a location.
 - b. All other Union literature may state views opposing Board and administration policies so long as it remains in good professional taste. Such literature shall not suggest, urge or propose action by employees in contravention of any Board or administrative order or directive, violation of this policy statement or interruption of normal employee duties. Courtesy copies of all such literature will be presented to the principal, or head of a location, or his/her designee, before posting. In the event he/she questions whether the material will contravene any of the foregoing, the principal or head of a location will immediately refer the question to the Associate Superintendent for Personnel, who shall pass on the question within one (1) working day.
3. The Union shall have the right to place literature and notices in the mailboxes of employees providing such material is not violative of any of the provisions set forth in this section. Communications from other organizations which do not purport to represent the employees referred to in this policy statement may also be placed in the employees' mailboxes, subject to such rules as may be prescribed by the Board. Courtesy copies of all such material shall be presented to the principal or head of a location, or his/her designee before being placed in mailboxes and any questions relative thereto shall be resolved in the same manner as described above in this section.

H. Administrative Notices, Bulletins, etc.

A copy of any central office, superintendent, associate superintendent or other head of a location notice, directive or posting relating to working conditions of employees generally, or to any group of employees shall be sent to the president of the Union simultaneously. Copies of all communications sent by the Union to employees generally shall be sent to the Associate Superintendent for Personnel simultaneously.

I. Labor/Management Meetings

The superintendent of schools shall upon request of the Union meet with representatives of the Union at least once a month during the school calendar year at a mutually agreeable time to discuss matters of educational policy and matters relating to the effective implementation of Board policies and this policy statement as they may affect employees covered by this Agreement.

J. Teacher/Employee Advisory Committee (TEAC)

1. The principal of each school and a Teacher/Employee Advisory Committee shall meet once a month during the school year, beginning not later than September 30, at an agreed upon time which would not interfere with classroom activity to discuss ideas which may facilitate the accomplishment of the school's mission.
2. Such a committee of not more than seven (7) shall be selected by the faculty of the school and shall include the building representative. Such committee shall include bargaining units plus building representatives; no more than four (4) selected by the certificated bargaining unit and no more than two (2) selected by the non-certificated bargaining unit, plus the building representatives.
3. Where schools have two (2) or more administrative units under one principal, the faculty of each unit shall select at least one committee member representing the unit.
4. Any meetings of said committee shall be strictly advisory in nature and shall in no way diminish the authority or responsibility of the principal to administer the affairs of the school.
5. Work locations other than schools shall have an advisory committee functioning in the same manner as the TEAC but shall be composed of a maximum of three bargaining unit

members working at that location and elected by the staff of that location.

6. When an issue affecting the overall accomplishment of a work site's mission remains unresolved for more than thirty (30) days by the Teacher/Employee Advisory Committee and the principal or immediate supervisor, it may be referred to the appropriate associate superintendent's office for review.

K. Information and Statistics

Copies of any information, statistics and records which are relevant to discussions between the Board and the Union on wages and working conditions or necessary for the proper implementation of the terms of this policy statement, shall be made available by either party upon the request of the other. This shall not apply to any confidential or privileged material.

L. Voluntary Contributions

Local 420 shall submit to the Payroll Department of the St. Louis Public School System signed Local 420 Political Action Committee/COPE payroll deduction authorization cards.

These voluntary PAC/COPE deduction authorization cards shall specify an amount to be deducted from the participating employee's biweekly pay. The deductions shall be made from biweekly paychecks with the exception of escrow account checks.

Increase, decrease or revocation of an authorization shall be made only between June 1 and June 30.

The voluntary contributions shall be remitted in a separate check to Local 420 after each pay period along with Local 420 dues.

Each time the voluntary contributions are remitted to Local 420, they shall be accompanied by a printout of the contributing Local 420 members and the amount of their individual contributions.

ARTICLE VII EMPLOYEE PROTECTION

A. Injury/Illness in the Line of Duty

Employees suffering personal injuries or occupational diseases arising out of and in the course of their employment shall be accorded those rights and benefits as provided for under The Workers' Compensation Law, and the Board's regulations regard-

ing assaults, as follows:

1. Assault Injury

Any employee who is absent because of any injury compensable under the Workers' Compensation Act of the State of Missouri will receive statutory compensation under the Missouri Workers' Compensation Act.

Any employee who is absent because of an assault injury which is compensable under the Workers' Compensation Act in the State of Missouri, will receive statutory compensation under the Missouri Workers' Compensation Act. In addition to that payment, while an employee is absent because of an assault injury which is compensable under the Missouri Workers' Compensation Act, the Board will supplement the Workers' Compensation amount for an employee absent because of an assault injury by a separate payment in an amount equal to 75% of the difference between the employee's regular compensation (net of legally required deductions) and the Workers' Compensation check.

For the purposes of this section, assault injury means a physical injury caused without the employee's consent and arising out of or as a result of an assault involving any student, parent or employee of the St. Louis Public Schools.

Any employee who believes that he/she is on injury leave due to an assault injury shall submit a report of the accident resulting in claims for Workers' Compensation benefits to the Supervisor of Insurance and Risk Management. The Supervisor of Insurance and Risk Management will compare this report to the employee's supervisor's descriptive report of the accident which is submitted pursuant to Board Regulation R 4640.3 to the district's Supervisor of Insurance and Risk management. The Supervisor of Insurance and Risk management shall then make a recommendation to the superintendent of whether the employee's injury is an "assault injury." The superintendent, subject to the approval of the Board, shall make the final determination of whether an employee's injury is an assault injury.

2. Required Reports

A descriptive report of the accident resulting in injury as well as claims for Workers' Compensation benefits must be submitted by the employee's immediate supervisor within two days to the Supervisor of Insurance and Risk Management. The Supervisor of Insurance and Risk

Management shall report all such injury reports and claims to the Department of Personnel Services for logging and follow-up.

Upon receipt of a medical release to return to work, the employee shall be obligated to return to work immediately and provide the physician's statement releasing him/her without restrictions. The immediate supervisor will process a copy of the release to the Supervisor of Insurance and Risk Management and the Department of Personnel Services within two days of the date of the employee's return to work.

B. Student Transportation

Except for unusual circumstances, employees shall not be required to transport students in their personal vehicles. In the event that an employee must transport a student in his/her vehicle, and when so authorized in writing by the superintendent or his designee, such employee's liability insurance will be covered by the provisions of paragraph B of Board Regulation R 4770.

C. Damage to Personal Property

Any employee who sustains damage to personal property or loss thereof, (for example, wearing apparel, dentures, eye glasses, hearing aids, etc.), as a result of assault, harassment and/or acts of vandalism in the line of duty, may apply to the Department of Personnel Services for reimbursement for the damage or loss. Each case will be decided on its merits.

At no time shall the employee suffer any loss of pay or benefits due to the conduct of police investigations or court appearances related to the damage or loss of personal property due to assault, harassment and/or acts of violence in the line of duty.

ARTICLE VIII SPECIAL SALARY AND BENEFIT PROVISIONS

A. Health Insurance

The Board shall pay the premium for individual coverage of health and major medical insurance for each employee with the exception of continuing substitute employees. Employees shall have the right to purchase, at their own expense, the same insurance benefits for their dependents. The Board shall deduct the premiums from the paychecks of employees making such purchase and remit same on a timely basis to the insurance carrier.

B. Dental Insurance

The Board shall pay the premium for individual coverage of dental insurance for each employee with the exception of continuing substitute employees. Employees shall have the right to purchase, at their own expense, the same dental coverage for their dependents. The Board shall deduct the premiums from paychecks of employees making such purchase and remit the same on a timely basis to the insurance carrier.

C. Vision Care Insurance

The Board shall pay the premium for individual coverage of vision care insurance for each employee with the exception of continuing substitute employees. Employees shall have the right to purchase, at their own expense, the same vision care coverage for their dependents. The Board shall deduct the premium from paychecks of employees making such purchase and remit same on a timely basis to the insurance carrier.

D. Term Life Insurance

Term life insurance in the principal sum of thirty thousand dollars (\$30,000) will be provided for all full-time regular employees. Employees who serve one-half time or more in a primary appointment and district substitutes shall receive the same coverage commencing on the first day.

E. Equivalent Fringe Benefits

Non-temporary appointed employees serving half-time or more on a regularly scheduled basis shall be entitled to full benefit coverage for their life insurance, group medical, EAP, and health and welfare fund program. All other fringe benefits under the policy statement for those employees shall be on a pro-rated basis.

F. Health Maintenance Organizations

Employees will be given the opportunity of participating in an HMO. All HMO plans shall be reviewed by the joint Board/Union Insurance Benefit Committee before deductions may be authorized for employees. The employee's participation in an HMO shall be at his/her option.

G. Insurance Benefit Committee

A joint Board/Union Insurance Benefit Committee comprised of six (6) members, three (3) representatives of the Board appointed by the superintendent, and three (3) representatives of the Union appointed by the Union, shall be established. The function of this committee shall be to review existing

insurance programs and to make recommendations for changes in the event changes become necessary. No insurance program shall be changed unless the suggested change has been reviewed by the Insurance Benefit Committee.

H. Employee Assistance Program

The Board shall pay the premium for each employee for individual coverage of the Employee Assistance Program as recommended by the Insurance Benefit Committee.

I. Use of Automobile

Employees authorized by the superintendent or his/her designee to use their personal automobile in their assigned duties shall be reimbursed for costs incurred at the per mile rate approved by the Board.

The per trip allowance increase for transportation from one school location to another shall be determined in proportion to the per mile allowance in effect.

J. Sick Leave Continuation

In the event a regular full-time employee has depleted all sick leave available to him/her, he/she may request the Board to continue the employee insurance coverage payments (health, vision, dental, life) through the end of the fiscal year in which the employee exhausts such sick leave. Should the employee wish to continue this coverage beyond the end of the fiscal year, a second request must be approved. The request for continued payment should be made to the superintendent of schools or his/her designee.

K. Hazardous Working Conditions

No employee shall be required to work under unsafe, hazardous or dangerous conditions defined as duties which would place the employee in imminent danger. If an employee reasonably believes he/she is being assigned to such duties, the employee shall bring such conditions to the attention of the principal/immediate supervisor for evaluation and immediate corrective action where needed. Failure to provide appropriate corrective action shall be subject to the grievance procedure. It is expressly understood that the employee's refusal to carry out a directive from the principal or immediate supervisor to perform a disputed duty assignment may result in disciplinary action against the employee.

L. Jury Duty

A regular employee who is absent because he/she is performing

jury duty in a state or federal court shall be paid the difference, if any, between the employee's regular salary and the remuneration he/she receives as a juror.

M. Tax Sheltered Annuity

All probationary and permanent employees of the St. Louis Public Schools may elect to participate in a salary reduction tax sheltered annuity retirement plan which would provide tax sheltered annuity benefits to the participants upon their retirement.

N. Payroll Checks Delayed in the Mail

1. Payroll checks that require distribution through the United States mail shall be put into the mail the day before the pay is due.
2. Any check delayed or lost in the United States mail delivery service will be replaced within seven (7) calendar days from the date pay is due, if the employee notifies the treasurer's office and a stop payment is issued on the original check.

ARTICLE IX SENIORITY AND TRANSFERS

- A. "System-wide" seniority for all employees shall begin on the effective date of their appointment as an employee. However, for purposes of certificated personnel (teachers), seniority as a teacher shall begin on the effective date of his/her appointment as a teacher. If a teacher has a previous appointment date as a non-certificated employee, he/she will maintain that date for non-certificated seniority purposes only.
- B. Tenured or permanent employees on paid or unpaid leave shall be considered to be in continuous employment.
- C. Priority between employees hired on the same date shall be determined by the qualifications of the employees for work that is available and such "qualifications" are understood to include employee evaluations.
- D. Seniority shall be broken by any termination including retirement, dismissal, resignation or failure to rehire.
- E. The Associate Superintendent for Personnel shall make available to any employee, or to the Union upon request, his/her rank of system-wide seniority as it may affect or contribute to the resolution of any specific problem.
- F. All assignments are subject to the priority of the Balanced

Staff Policy of the St. Louis Board of Education dated July 10, 1973 and/or subsequent applicable court orders.

- G. In the event a satisfactory employee is involuntarily transferred, the employee will be given at least one (1) week's notice with valid reasons therefor stated in writing.

ARTICLE X ASSIGNMENT, TRANSFER AND PROMOTION

A. Considerations

In making assignments and transfers of employees, consideration shall be given to the following: grade level and subject matter areas (where applicable); position for which the employee is best suited by qualification and experience; available vacancies, staff balance, school/work and locality preference; residence of the employee, and transportation facilities. The superintendent of schools may deny or institute any transfer for the good of the system, provided that upon request a valid reason therefor is stated in writing.

B. Reasons for Making Transfers

No employee shall be transferred except for these reasons:

1. Request for transfer to a school/location where a suitable vacancy exists.
2. Surplus of employees within the school/location.
3. Good of the system as determined by the superintendent of schools, as provided in paragraph "A" above.
4. Compliance with court-ordered integration.

C. Employee-Initiated Request for Transfer

Employees who may be interested in transferring to other assignments at the beginning of the next school year should file requests on Form SO-34, Request for Transfer, with the Associate Superintendent for Personnel between the dates of April 1 and 14. Request filed at other times will be held for consideration or action until March 31, after the date of filing, at which time they will be invalid; they may be renewed between the dates indicated above.

D. General Procedures

1. Transfers are usually made at the beginning of the school year.

2. Requests for transfer within a semester are not usually granted except in cases of emergency.
3. Transfers will be granted when the efficiency of the schools or other locations can be maintained.
4. System-wide seniority will be given due consideration in making transfers.
5. Usually an employee will not be transferred during his/her period of probationary service.
6. In the event that the Associate Superintendent for Personnel and the Associate Superintendents for Elementary, Middle and Secondary Schools, or the supervisor (in the case of non-certificated employees), concur in the belief that a particular applicant for transfer cannot successfully fill the position, the employee shall upon request be informed in writing as to the reasons for the denial of the transfer.
7. When a new school/location is opened, the superintendent of schools reserves the right to select the staff. Employee requests for transfer will be received and granted when possible.

E. Rank

As used herein, rank refers to the following employee designations: continuing substitutes (certificated personnel), substitutes, probationary and tenure. The ranking is as follows:

Certificated

1. continuing substitutes
(lowest)
2. probationary
3. tenured (highest)

Non-Certificated

1. substitutes
2. probationary
3. tenured (highest)

F. Promotions

All promotions of employees shall be made upon the basis of length and character of service. As used in this Agreement, the term--

1. "Length of service" means the time elapsed since the first probationary appointment, except when there is an interruption of service because of resignation or other termination. "Length of service" then means time elapsed since the latest probationary appointment.

2. "Character of service" as it relates to the promotion of an employee to a position where there is an opening means past performance with the Board, which would include all evaluation and training courses and where applicable, tests, special skills, licenses, certificates, and educational requirements attained prior to and during employment.
3. Non-certificated applicants for promotion shall be granted an interview based on their written examination score. When a written examination is not required, those applicants with the highest qualifications for the position shall be granted an interview.

G. Preference

If the qualifications of two (2) or more applicants are substantially equal, the assignment, transfers or promotion of the employee shall be made on the basis of system-wide seniority, and in the event system-wide seniority is equal, then on the basis of total professional experience. If system-wide seniority and total professional experience are equal, the preference shall be given to the first applicant in accordance with the date and time the application was received in the Department of Personnel Services. For non-certificated employees, the application referred to herein shall mean the employee's most recent non-certificated application for employment.

ARTICLE XI VACANCIES

- A. A vacancy exists when a position is not occupied and it has been determined by the Associate Superintendent for Personnel that it will be of at least one (1) year's duration.
- B. All vacancies shall be announced on personnel bulletin boards located throughout the district. Qualifications, requirements, duties, salary, location (if known), and if necessary, relevant racial balance identification and name of the administrator, and other pertinent information will be included in the announcement.
- C. Vacancies occurring during the summer months when some employees are not on regular duty shall be posted in the office of the Associate Superintendent for Personnel. At least once, vacancies will be announced to all employees by means of a letter during this same period.
- D. Reasonable time shall be allowed after notice of vacancies for submission of applications, with a minimum of seven (7) school days after vacancy notices are sent out.

- E. All vacancies in extra curricular activities in a school/location shall be advertised at the school/location level where vacancies exist.
- F. All applications for qualified employees shall be kept on file for one (1) year.

ARTICLE XII EMPLOYEE RIGHTS

A. Freedom to Join or Not to Join

Employees shall be free to join or not to join any organization of employees, and administrators shall not encourage or discourage employees with regard to membership in any such organization. No employee shall be discriminated against by the Board or Union because of membership or non-membership in any organization.

B. Personnel Files

All material in the personnel file, with the exception of pre-employment references and examinations and employment recommendations before and after employment, shall be available for inspection in the Department of Personnel Services upon request by the individual employee. The employee will be provided a copy of any such materials at 10¢ per page. Any representative of the employee may review said material provided notarized written consent of the employee is given to the Department of Personnel Services.

Material relating to an employee's conduct, service, character or personality shall not be placed in the employee's personnel file unless the employee is given the opportunity to acknowledge that he/she has read such material by affixing his/her signature on the actual copy filed with the understanding that such signature merely signifies that he/she read the material. However, if an employee does not avail himself/herself of the opportunity of reading such material within thirty (30) days after being informed of its existence, it may then be placed in the employee's personnel file.

The employee shall have the right to answer any material filed, and his/her answer shall be attached to the file copy. Action by the Board in relation to the retention, promotion, or recommendation for dismissal of an employee will, in the main, be based only on material and information contained in that employee's personnel file. The Board condemns any possible practice of maintaining so-called "secret" files on employees. However, this will not preclude the consideration and use of other relevant information about the employee. In the event a Board's action in this regard should be challenged or protested by the employee, the materiality, relevancy and

propriety of the use of such information, which was not contained in the employee's personnel file, will be subject to review through the grievance procedure.

Any employee who has received a written reprimand, which has been placed in his/her personnel file, may apply in writing to the Department of Personnel Services after twenty-four (24) months from the date of the reprimand to have said document(s) removed from his/her file.

C. Job Descriptions

When available the Board shall furnish to the Union the current job descriptions for each established job classification and position for certificated and non-certificated employees.

D. Health and Safety

1. The Board shall provide for health and safety conditions consistent with the requirements of federal and state statutes.

2. Special clothing and safety equipment, when required by the Board or by statute to be used by employees, shall be provided by the Board.

3. Snow and Ice Removal

a. All schools and work locations

Snow and ice will be removed from the following areas of each building or school site:

1) The entire main entrance and any other entrance which is open for use.

2) Each set of stairs at any entrance which is open for use.

3) The sidewalk in front of the main entrance.

4) A three foot path through the school yard from an entrance gate to at least one building entrance from which such snow and ice has been removed.

b. Parking lots

Snow and ice shall be removed to allow for employee access.

4. Exterior Lighting

- a. On Parent Teacher Conference Days, exterior lighting shall be adequate for the safe ascent and descent of the steps after dark, whenever possible.
- b. For the safety of employees, parking lots for which the Board is responsible shall be well lighted on Parent/Teacher Conference Days, whenever possible.

E. Parking Facilities

The Board will attempt to provide parking facilities restricted for staff, which are consistent with safety factors and availability of funds, and provided it does not encroach upon property used for educational or pupil activity purposes. In cases where off-street parking is not available and street parking is limited, the Police Department shall be consulted concerning the use of street parking restricted to Board employees only.

F. Lounges

Schools and work locations will be provided with clean comfortable staff lounges where space is available. Such lounges shall be clean, comfortable and maintained daily. Student activities shall not be scheduled for the lounge during periods when the lounge is normally used by staff.

G. Rest Rooms

All staff members shall have access to at least one (1) clean, comfortable employee rest room that is separate and apart from the students' rest room(s).

H. Telephones

In school/work sites where employees desire telephones for non-school/work site business use, the telephone company shall be requested to install pay telephones. In school/work sites where pay telephones are not installed, present access to school/work site telephones will be continued.

I. Smoking Regulation

Smoking is prohibited in all facilities under the jurisdiction of the St. Louis Public Schools.

J. Reprimand of Employees

No employee shall be reprimanded publicly by a supervisor or administrative personnel in the presence of students, parents

or fellow employees. Reprimands shall be handled in a professional manner. The right of management to reprimand employees shall not be abrogated.

ARTICLE XIII LEAVES

A. Sabbatical Leave of Absence

1. Purpose

- a. To encourage certificated employees in the St. Louis Public Schools to engage in programs of professional improvement involving advanced study and/or travel.
- b. To encourage non-certificated employees in the St. Louis Public Schools to engage in the programs of professional improvement involving study which will be of benefit to the employee and the school system.

2. Eligibility

a. Certificated

To be eligible for the first sabbatical year's leave of absence to be granted on request, a certificated employee must have had six (6) years of continuous, uninterrupted service (one-half of a school year or more per year) following appointment as a tenured teacher.

b. Non-Certificated

To be eligible for the first sabbatical leave of absence granted on request, a non-certificated employee must have eight years of continuous uninterrupted service (one-half of a school year) following appointment as a tenured employee. Successive sabbatical leaves of absence may be granted on request at intervals of seven years (e.g., 7th year, 14th year, 21st year, etc.). Any interval between sabbatical leaves must consist of at least six (6) years of continuous, uninterrupted service (one-half school year or more per year).

3. Application for Leave

Application for sabbatical leave of absence must be filed in duplicate with the Department of Personnel Services on the application for Sabbatical Leave by March 15, for the first semester of each school year for each certificated

employee or by March 15 for the first semester or part thereof of each school year for non-certificated employees. Requests for the second semester must be filed by September 15 of the current school year. The application shall set forth a carefully developed plan for professional improvement through advanced study, travel or a combination of both. All applications for sabbatical leave must be approved by the Department of Personnel Services.

4. Salary Provisions

The salary granted an employee on sabbatical leave shall be one-half of the scheduled salary for the employee during the school year of the leave for a certificated employee or during the leave for a non-certificated employee. The Office of Business Services of the Board of Education will forward the biweekly check of the employee on sabbatical leave to the address on file in the Department of Personnel Services. The final biweekly salary check will be payable upon approval of the required sabbatical leave report.

An individual who was granted a sabbatical leave must teach or serve one year in the St. Louis Public Schools following completion of the leave. If the employee's service is discontinued for any reason other than his/her incapacity to carry out his/her assignment before the expiration of one year or in the case of a non-certificated employee, before the expiration of the leave, he/she shall pay back to the Board of Education a pro rata part of the sabbatical allowance.

5. Allotment

- a. **Certificated:** If the number of certificated employees placed on the eligibility list for sabbatical leave exceeds one-half of one percent (1%) of the total number of the instructional staff, consideration will be given in the selection of employees granted sabbatical leaves to length of service of each applicant and to each applicant's contribution to the general welfare of the school system. Sabbatical leaves in any one year shall be limited to two elementary administrators and one high school administrator.
- b. **Non-Certificated:** If the number of non-certificated employees placed on the eligibility list for sabbatical leave exceeds one-half of one percent (1%) of the total number of the non-certificated staff, consideration will be given in the selection

of employees granted sabbatical leaves to length of service of each applicant and to each applicant's contribution to the general welfare of the school system.

6. Distribution

Sabbatical leaves of absence shall be distributed among the different divisions of the school system in proportion to the number of employees in each division. When the number of applicants for sabbatical leave falls below the number that may be granted under this distribution, the unused leaves may be used by employees in other divisions.

7. Hours of Credit

A minimum of eight (8) semester hours of residence credit must be earned during each semester of the sabbatical leave for study, exclusive of summer. Evidence of the fulfillment of a formal study leave is an official transcript showing all courses completed. For non-certificated employees, they must furnish an official transcript of all courses completed, or a statement from an approved school or institution, indicating the courses taken and the dates of attendance.

8. Report on Sabbatical Leave

An employee when returning from sabbatical leave shall file with the Department of Personnel Services not later than one month after return to duty, the following evidence in the form of a written report showing that he/she has met the objectives stated in his/her application as follows:

a. Certificated

For Study: An official transcript showing fulfillment of the required minimum of eight (8) semester hours of residence credit earned during each semester of the sabbatical leave for study, exclusive of summer study.

For Travel: A comprehensive report giving an analysis of the travel experiences and showing how these relate to the St. Louis teaching assignment.

b. Non-Certificated

An official transcript showing fulfillment of the required minimum of eight (8) semester hours of

residence credit earned during each semester of the sabbatical leave for study, exclusive of summer study, or a statement from an approved school or institution indicating the course(s) taken and the dates of attendance.

9. Return to Service

An employee upon return to service from sabbatical leave of absence shall be restored to his/her former position or to a position of like nature, seniority, status, and pay. He/She shall receive, when sabbatical leave is computed, such automatic increases in salary rating as would have been received had he/she remained in active service. An employee shall be allowed credit toward retirement for the time spent on sabbatical leave in accordance with the rules and regulations established by the St. Louis Public School Retirement System.

Salary increments will be allowed only if study or travel results are approved by the Department of Personnel Services.

An employee on sabbatical leave of absence shall not be entitled to any sick leave days during the period of sabbatical leave and no unused sick leave days for the period of leave shall be added to his/her credit on his/her return to duty.

An employee on sabbatical leave of absence shall be entitled to the annual vacation leave during the period of leave so long as he/she otherwise qualifies for vacation leave.

10. Incomplete Leave

If an employee's program of study is interrupted by accident or illness during sabbatical leave, evidence of which is satisfactory to the Department of Personnel Services, this shall not prejudice him/her with regard to the fulfillment of the conditions regarding study for which such leave was granted, nor affect the amount of compensation to be paid such employee under the terms of such sabbatical leave; provided however, the Department of Personnel Services has been promptly notified of such accident or illness.

B. Bereavement Leave (See Appendix A-1)

An employee absent for bereavement leave may be paid full salary for such absence but shall be limited to the following:

1. Up to five (5) working days in any pattern including and immediately following the day of death and/or date of funeral of a member of the immediate family. Immediate family is defined as parent, spouse or child of the employee.
2. Up to three (3) working days in any pattern including and immediately following the day of death and/or date of funeral of a brother, sister, half-brother or half-sister, nephew, niece, aunt, uncle, grandparent, step-parent, parent-in-law, step-brother or step-sister, sister-in-law or brother-in-law, son-in-law or daughter-in-law, or grandchild.
3. One (1) working day to be used immediately following the day of death or on the date of the funeral of a great-grandparent, aunt or uncle-in-law, grandparent-in-law, niece or nephew-in-law, great grandchild, grand nephew or niece, grand aunt or uncle, or first cousin.
4. Salary for absences of substitute employees for death of a relative may be allowed only when the substitute employee is serving in an assignment designated to be of more than one day's duration by the Associate Superintendent for Personnel.
5. Leave for attendance at a funeral of a departmental employee or a retired departmental employee may be granted by the superintendent of schools at his/her discretion.
6. Immediately upon return to work from bereavement leave, the employee shall list on a form provided by the Board the name of the relative, date of funeral and relationship to the employee.

C. Leave for Military Reserve Training or State of Emergency

1. Permanent employees (employed other than by the hour, day or week), including those on probation, who by reason of membership in the United States military or National Guard or Naval Reserve are ordered by the appropriate authorities to attend a training period or encampment under the supervision of the United States Armed Forces, shall be granted leaves of absence from their positions during the actual duration of such activity, not to exceed fifteen (15) days annually in any federal fiscal year (October 1 - September 30). This leave shall be granted to ten, ten and one-half, and eleven month certificated employees only when the training period cannot be scheduled during the normal summer vacation period and each such employee will be eligible to be paid

for eleven (11) work days.

2. In the event the employee is a member of any unit of the United States Armed Forces, Reserve Unit or National Guard and is activated by the appropriate officials as a result of a disaster or other state of emergency, the employee shall be given a leave of absence for the duration of the emergency. At the conclusion of the emergency, the employee shall be returned to the position formerly held, if available, or to an equivalent position if the former position is not available and at the level of compensation, benefits (except for sick leave and vacation days accrued during such leave period) and seniority they would have held had they been continuously employed.

D. Sick Leave

1. The Board's existing sick leave policy is modified so that new employees will not commence their first school year with a sick leave bank, but will earn sick leave days at the rate of one day of sick leave for each full month (4 weeks for 40, 42 and 44-week employees and a calendar month for 52-week employees) he/she is regularly assigned during the first school year (July 1 - June 30).
2. The Board shall permit sick leave to accumulate to 280 days for 40-week employees, 293 days for 42-week employees, 303 days for 44-week employees, and 354 days for 52-week employees.
3. Sick leave shall be granted to all regular employees for illness or disability of the employee. Ten days of leave may be granted to an employee due to illness in his/her immediate family. "Immediate family" shall be defined as a parent, spouse or child in the first degree of relationship by affinity and consanguinity.
4. In all cases of absence of an employee from duty for five consecutive days or more, a physician's statement is required. In the event a full time employee requests sick leave for more than 25 consecutive work days, the employee must submit a physician's statement setting forth the nature of and projected duration of the leave along with his/her leave request form to the Department of Personnel Services before taking such leave, or on or before the 25th day of absence.
5. Three days of leave shall be granted due to illness or disability in the employees family related in the second degree of relationship by affinity and consanguinity. The second degree of relationship includes brother,

sister, half-brother or half-sister, nephew, niece, aunt, uncle, grandparent, step-parent, parent-in-law, step-brother or step-sister, sister-in-law or brother-in-law, son-in-law or daughter-in-law, and grandchild.

6. When deemed warranted to protect the continuity of services and to assure the well being of an employee, the superintendent of schools shall have the right to require an immediate examination of an employee by a physician designated by the Department of Personnel Services (time away from work for such an examination shall not result in any loss of accumulated sick leave or any other benefit). The superintendent of schools may also require frequent medical reports from any employee who is on an extended leave of absence due to illness.
7. Regular employees receiving sick leave pay for absences on both the day preceding and the day following a holiday or holidays shall receive holiday pay. The absence for the holiday(s) shall not be deducted from the employee's accumulated sick leave.
8. Employees who elect to participate in the St. Louis Public School Retirement program only shall have their accumulated sick leave days credited to the total time worked in the St. Louis Public School System for the purpose of calculating retirement payments.
9. Pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom, and any temporary disability resulting therefrom shall be covered by the sick leave provision of this section and shall be treated as any other temporary disability for all job related purposes, including commencement, duration and extensions of leave, payment of disability income, accrual of seniority and any other benefit of service, and reinstatement and any fringe benefit offered to employees by virtue of employment.
10. It shall be considered an abuse of an employee's sick leave privilege for such employee to be absent from the job on an inordinate number of Mondays and/or Fridays during the year unless such employee can supply the school system with sufficient proof that he/she was unable to report for work on those Mondays and/or Fridays for reasons related to injury, illness or exposure to contagious disease. Any employee found to have abused the sick leave privilege shall thereupon be subject to disciplinary action.
11. Full-time employees who are excluded from employment because of exposure to contagious disease as defined by

the Department of Health may use accumulated sick leave days.

12. These regulations shall not preclude the superintendent of schools from granting an advancement in sick leave days to an employee when he/she believes the circumstances warrant such action. Any advancement received by the employee shall be repaid in full before sick leave days are accumulated or are deducted from the employee's regular pay upon resignation.
13. Employees who leave the school system through termination or resignation shall not be entitled to compensation for unused sick leave days nor shall their estate in the case of death.
14. Whenever it becomes apparent to any employee that he/she will be unable to report to work for any reason whatsoever, the employee is responsible for notifying his/her supervisor or another person who has been designated to be notified before the start of work. Persons designated as needing substitutes are also responsible for contacting the centralized substitute office as soon as the pending absence becomes known. Failure to make all contacts shall result in an unexcused absence for which the employee will not be paid.

If an employee is absent more than one day in succession, he/she must give the required notification daily, unless the employee knew in advance that he/she would be out more than one day and communicated that fact at the time of a prior notification. The personnel office is open at 6 a.m. on school days to receive messages regarding absences of employees who need substitutes. An automatic answering and recording machine shall record telephone calls of employees reporting absences or returns from absences. This machine shall be in operation Monday through Friday between 4:45 p.m. and 8 a.m. of the following morning and during the entire day and night on Saturdays, Sundays and holidays.

15. Notification of the intention of an employee to return to work before the original completion date of the requested absence shall be given to the personnel office and to the principal of the school or immediate supervisor. If the absentee fails to notify the personnel department and immediate supervisor of the date of return, a loss of salary for the first half-day after the return shall result. Notification must be given to the personnel department and the immediate supervisor before 4:30 p.m. of the day preceding the date of the return.

16. Whenever a leave of absence has been granted for a period of five weeks or longer, an application for reassignment form must be submitted to the personnel department at least seven days before the date of expiration of the leave of absence. A physician's statement releasing the employee for unrestricted work must accompany the reassignment application form.
17. Any regularly appointed employee who suffers from or develops a physical or mental disability or condition that impairs or incapacitates the ability to properly perform his/her duties may take leave of absence for personal illness for a period of up to three years. If such employee refuses to take a leave of absence, the superintendent of schools may require that the employee be examined by a licensed physician designated by the district. If the physician subsequently submits a letter concluding that, in his/her professional opinion, the employee has a physical or mental condition that incapacitates him/her from properly performing his/her duties or from associating with children, the superintendent may suspend the employee.
18. In the case of an employee with insufficient leave or accrued employment time to qualify for leave under this regulation, pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom shall be treated as a justification for a leave of absence without pay as provided under Board Regulation R 4625 governing Family and Medical Leaves of Absence for a reasonable period of time; at the conclusion of which, the employee shall be reinstated to the status which she held when the leave began, or to a comparable position without decrease in rate of compensation, or loss of promotional opportunities, or any other right or privilege of employment.

E. Personal Leave with Salary

1. Ten, ten and one-half and eleven month employees and certificated continuing substitutes may take three days of personal leave with salary during the school year, except for newly appointed employees who begin service during the second semester. They shall be allowed one day of personal leave. Unused personal leave days are to be transferred to the sick leave bank at the end of each school year.
 - a. "Personal leave" shall be adequate explanation for such leave. Examples of personal leave shall include, but not be limited to, extension of days allowed for funeral, attendance at a funeral not

covered in regulations, court appearances, legal business, graduations, closing procedures for home sale or purchase, special examinations in connection with entry or degree requirements of an accredited university, weddings, moving, school conferences, civic or fraternal meetings, observance of a religious holiday.

- b. Additional personal leave may also be approved without salary for other compelling reasons as approved by the principal or supervisor and emergencies as approved by the associate superintendent or other department head. If personal leave is requested for such compelling reasons or emergencies, the employee must submit the exact purpose of the leave in writing on the approved form to the principal or department head.
- 2. Except in cases of emergency, personal leaves with salary may not be granted on Mondays or Fridays, days immediately preceding or following holidays, or the first and last ten days of school.
 - 3. The granting of personal leave with salary shall depend upon the availability of qualified persons to insure the continuation of the regular programs; accordingly, leaves may be denied when the absence will impair the efficiency of the school or other division. In the event a request for such leave is denied, the person denying the leave must give a valid reason therefor.
 - 4. Personal leaves of absence with salary are normally approved five (5) days prior to the leave. In case of emergency, this time limit may be modified.
 - 5. A request for personal leave with salary may be made for an absence that has already occurred. These requests are to be evaluated individually on their own merit.

F. Educational Leave

Educational leave normally will not be granted during the first and last ten (10) days of school.

G. Family and Medical Leave of Absence

- 1. A family and/or medical leave of absence shall be granted to any employee of the Board of Education who has been employed for at least 12 months in total and who has worked at least 1250 hours during the twelve month period preceding the commencement of the leave. However, if an employee who takes a leave is a salaried employee and is

among the highest paid ten percent (10%) of Board employees, and keeping the job open for the employee would result in substantial economic injury to the Board, the Board may deny reinstatement to the employee. In this situation, however, upon receiving the notice that the Board intends to fill the position, the employee will be given the opportunity to return to work to such position.

2. A family and/or medical leave may be taken; 1) upon birth of the employee's child; 2) upon the placement of a child with the employee for adoption or foster care; 3) when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or 4) when the employee is unable to perform the functions of his or her position because of a serious health condition.
3. Up to 12 weeks of unpaid leave per year may be taken for a family and/or medical leave. However, if an employee is entitled to paid leave under another policy or regulation, the employee must substitute the paid leave for any portion of the 12 week period of the family and/or medical leave period. Spouses who are both employed by the Board are entitled to a total of 12 weeks of leave (rather than 12 weeks each) for the birth or adoption of a child or for the care of a sick parent.
4. When the need for leave is foreseeable, such as birth or adoption of a child or planned medical treatment, the employee must provide at least 30 days prior notice and make efforts to schedule leave so as not to disrupt operations of the Board. If the date of birth, placement or treatment requires the leave to begin in less than 30 days, the employee must provide notice as soon as practicable. In cases of serious health conditions, the employee must report periodically on his or her leave status and intention to return to work.
5. If medically necessary for a serious health condition of the employee or his or her spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule approved by the Department of Personnel Services. If leave is requested on this basis, however, the Board may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence on a part-time schedule, provided that the position has equivalent pay and benefits. Except for employees employed primarily in an instructional capacity, when leave is foreseeable based on planned medical treatment and could last longer than twenty percent (20%) of the total number of working days during the leave period, the Board may require the employee to choose either to take leave for periods of particular duration

not to exceed the duration of the planned treatments or to transfer temporarily to an alternative position for which the employee is qualified, that has equivalent pay and benefits and which better accommodates recurring periods of leave than the employee's regular position.

6. For those employees primarily employed in an instructional capacity taking any family or medical leave, the following restrictions apply:
 - a. If the employee begins leave more than 5 weeks before the end of the academic term for any reason, the Board may require the employee to continue leave until the end of the academic term, if the leave is at least 3 weeks and the employee's return would take place during the last 3 week period of the academic term.
 - b. If the employee begins the leave less than 5 weeks before the end of the term for the birth or placement of a child, or for the serious health condition of a child, parent or spouse, the Board may require the employee to continue taking leave until the end of the academic term if: a) the leave is no longer than 2 weeks; and b) the employee's return would take place during the last 2 week period of the academic term.
 - c. If the employee begins leave less than 3 weeks before the end of the term for the birth or placement of a child, or for the serious health condition of a child, parent or spouse, and the leave is for more than 5 working days, the Board may require the employee to continue taking leave until the end of the academic term.
7. Employees taking leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent must provide the Board with medical certification to support the leave. Such certificates must include 1) the date on which the serious health condition commenced; 2) the probable duration of the condition; and 3) the appropriate medical facts within the knowledge of the health care provider regarding the condition. In addition, for purposes of leave to care for a child, spouse, or parent, the certificate must include an estimate of the amount of time that the employee is needed to provide care. For purposes of leave for an employee's illness, the certificate must state that the employee is unable to perform the functions of his/her position. For intermittent leave or leave on a reduced schedule, the certification must

include the dates and duration of the treatment. In its discretion, the Board may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the Board, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Board and the employee.

8. Restoration of any employee to an equivalent position shall be made on the basis of established Board policies and regulations.
9. The Board will maintain coverage under any group health plan for the duration of leave at the level and under the conditions that coverage would have been provided if the employee had continued working and had not taken leave. If, however, the employee elects not to return to work upon completion of an approved unpaid leave of absence, the employee must submit to the Board the cost of any payments made to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the employee's control. Benefit entitlement based on length of service will be calculated as of the last paid work day prior to the start of the unpaid leave of absence.

H. Child Care Leave

1. A child care leave without pay shall be granted an employee upon written request to the superintendent. Such a leave shall be requested at least 30 days prior to the time that an employee's physician certifies that the employee is physically able to return to work following the birth of a child; or in the case of adoption, not later than 30 days following the date of adoption of a child.
2. A child care leave shall be available to any employee. A child care leave shall be for one year. In the event the year expires after the beginning of the school year, the employee may be required to wait to return until the beginning of the next semester. A child care leave may be renewed year to year up to three years by written request to the superintendent no later than 30 days prior to the end of the current leave.
3. Upon return from the child care leave, the employee shall be assigned to his/her former position, if available, or to a substantially similar position for which the employee is qualified.

I. Other General Leave

For other good reasons not otherwise covered by this policy statement, the superintendent of schools upon receiving a written request from the employee may recommend to the Board that the employee may be granted leave with or without pay.

J. Failure to Report to Work

Any employee who fails to report to work one day and fails to notify his/her immediate supervisor may be subject to disciplinary actions.

K. Abandonment of Position

Any employee who fails to report for work on three consecutive working days and who has failed to notify his/her immediate supervisor shall be presumed to have abandoned his/her position.

The Department of Personnel Services will notify the employee through first class mail to the last known address that his/her failure to report to work or provide notification of the absence to his/her immediate supervisor has provided cause for the termination of his/her employment.

The Department of Personnel Services shall proceed to process the termination of any employee who does not respond within five calendar days from the date of the mailing.

ARTICLE XIV ESCROW ACCOUNT

The Board will provide ten, ten and one-half and eleven month employees the opportunity annually to place a part of their salary into an escrow account for distribution during the summer months.

The Board will make eighteen (18) deductions for the escrow account from each participating employee's paycheck in an amount equal to thirteen percent (13%) of the gross amount of the paycheck. No deductions for the escrow account will be made from the first two pay periods in September.

The accumulated amount will be paid to the employee in equal installments on the following schedule without deductions of any kind:

One check in June
Two checks in July
Two checks in August

All withdrawals must be made according to the approved schedule.

Upon resignation, retirement or termination, any sums remaining in the escrow account will be paid to the employee immediately.

Should an employee die before all withdrawals are made from his/her account, the remaining proceeds will be paid to the person or persons previously designated by the employee.

ARTICLE XV HUMAN RELATIONS PROGRAM

The staff at each work site shall develop a program to improve interpersonal and racial relations among the staff and with the students. Planning shall begin in September, and the program shall begin by October and continue throughout the year. This program shall be a regular and ongoing educational activity.

ARTICLE XVI RELATIONS BY OBJECTIVES PROGRAM

Representatives of the Union and representatives of the Board will cooperatively participate in a Relations by Objectives (RBO) Program under the sponsorship of the Federal Mediation and Conciliation Service.

ARTICLE XVII SAVING CLAUSE

If any portion of this policy statement is or at any time shall be determined by a court of last resort to be contrary to law, then such portion shall not be applicable or performed or enforced, except to the extent permitted by law, and shall be subject to appropriate consultation and discussion with the Union.

In the event that any portion of this policy statement is or shall at any time be so determined to be contrary to law, all other portions shall continue in effect.

ARTICLE XVIII SCHOOL YEAR

(See Appendix A-2)

ARTICLE XIX DURATION

- A. The terms of this policy statement shall remain in effect from July 1, 1993 to June 30, 1996.
- B. The Board warrants and represents that it reasonably believes that it will have sufficient funds to make all payments due pursuant to this Agreement, and hereby covenants that it will do all things lawfully within its power to obtain, maintain, request and pursue funds from which the said payments will be made. In the event the Board becomes aware that funds shall not be made available, the Board shall promptly notify the Union of such occurrence and enter into immediate and direct discussions with the Union if such discussions are requested

by the Union.

Upon such notice to the Union, the provisions of the Agreement relating to salary schedules and extra duty pay shall terminate on the last day of the fiscal year for which appropriations were received. The termination shall be without penalty or expense to the Board of any kind whatsoever, except as to portions of payments for which funds shall have been appropriated and budgeted, or were otherwise available. Subsequent to the termination of this Agreement under the conditions of this subsection, the Board shall have no obligation to make further payments under this Agreement.

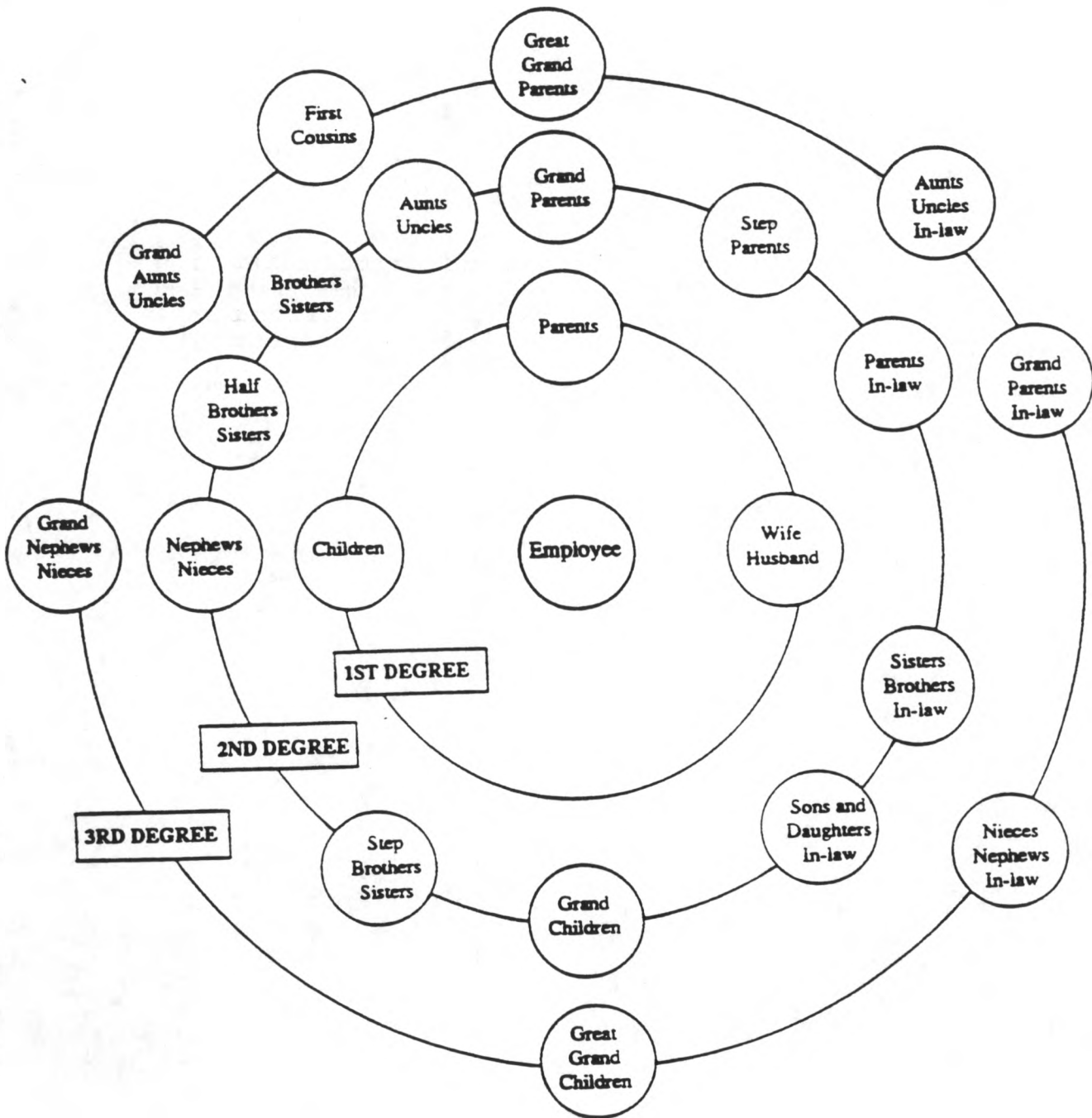
- C. In the event the funds received by the district from the State of Missouri's foundation formula (SB380 - Outstanding Schools Act) exceeds the prior year's formula funding by \$6.75 million, the Union may request to enter into immediate and direct discussion with the Board as to the disposition of these excess funds.

D. Contract Bar

No petition seeking to decertify the St. Louis Teachers Union, Local 420, as the exclusive representative of the Teacher, Secretarial/Clerical or Paraprofessional units may be filed for the duration of this Policy Agreement except as specified herein. Any organization wishing to decertify the St. Louis Teachers Union, Local 420, as exclusive bargaining representative, may file a petition with the Missouri Board of Mediation only during the period extending from 150 to 90 days immediately preceding the expiration date of this Policy Agreement. Such petition must be supported by a minimum showing of interest of thirty percent (30%) of the petitioned for unit and each petition shall be dated not more than six months prior to the filing of the petition as outlined in 8 CSR 40-2.040 Contents of Petition for Decertification, State Board of Mediation.

The Union agrees that in the event of litigation against the Board, its agents or employees arising out of this provision, the Union will co-defend and indemnify and hold harmless the Board, its agents or employees in any action arising out of such litigation, and costs of defending such an action, including reasonable attorney fees.

CIRCLE FOR RELATIONSHIP BY AFFINITY AND CONSANGUINITY



As determined by Canon Law Rule which prevails in this country.

ST. LOUIS PUBLIC SCHOOLS



REVISED 6/30/93
SCHOOL CALENDAR 1993-94

AUGUST

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | SRW | 17 | 18 | 19 | 20 | 21 |
| 22 | SRW | 24 | 25 | 26 | 27 | 28 |
| 29 | SRW | SIS | | | | |

SEPTEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | SIS | FCD | 3 | 4 |
| 5 | H | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

OCTOBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | IR | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

NOVEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | N | N | 6 |
| 7 | SQB | 9 | 10 | H | 12 | 13 |
| 14 | 15 | 16 | PCD | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | H | H | 27 |
| 28 | 29 | 30 | | | | |

DECEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | IR | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | H | 25 |
| 26 | WB | WB | WB | WB | H | |

JANUARY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|------------------|-----|------------------|-----|-----------------|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 ^X | 15 |
| 16 | TOB ^H | SIS | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | ELM ^R | 27 | 28 | 29 |
| 30 | 31 | | | | | |

FEBRUARY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | H | 22 | IR | 24 | 25 | 26 |
| 27 | 28 | | | | | |

MARCH

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | FOB | 29 | 30 | 31 | | |

APRIL

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | N | 2 |
| 3 | SB | SB | SB | SB | SB | 9 |
| 10 | 11 | 12 | PCD | 14 | 15 | 16 |
| 17 | SAT | SAT | SAT | SAT | SAT | 23 |
| 24 | SAT | SAT | SAT | SAT | SAT | 30 |

MAY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-------------------|-----|-----|-----|
| 1 | MMT | MMT | MMT | MMT | MMT | 7 |
| 8 | MMT | MMT | IR ^{MMT} | MMT | MMT | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | H | 31 | | | | |

JUNE

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|----------------|-----|
| | | | 1 | 2 | 3 ^X | 4 |
| 5 | 6 | 7 | LCD | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

FCD First Class Day
 FQB Fourth Quarter Begins
 H Holiday
 IR Interim Report Card
 LCD Last Class Day
 MMT MMAT
 N Schools Closed, No Classes
 PCD Parent Conference Day
 R Report Card - Elem/Mid Only
 SAT Stanford Achievement Test
 SB Spring Break
 SIS System-wide Inservice
 SQB Second Quarter Begins
 SRW Staff Returns to Work
 TQB Third Quarter Begins
 WB Winter Break
 X Recordkeeping - Elem/Mid p.m. Only

CLASS DAYS BY QUARTER/SEMESTER/YEAR

| | ELEM/MID | SEC |
|---------------------------|----------|-----|
| 1st Quarter | 44 | 44 |
| 2nd Quarter | 39.5 | 40 |
| Total - 1st Semester | 83.5 | 84 |
| 3rd Quarter | 47 | 47 |
| 4th Quarter | 44.5 | 45 |
| Total - 2nd Semester | 91.5 | 92 |
| TOTAL 1993-94 SCHOOL YEAR | 175 | 176 |

ST. LOUIS PUBLIC SCHOOLS

Monday, August 16
Monday, August 23
Monday, August 30-September 1
Thursday, September 2
Monday, September 6
Wednesday, October 13
Thursday-Friday, November 4-5
Monday, November 8
Thursday, November 11
Wednesday, November 17
Thursday-Friday, November 25-26
Wednesday, December 15
Friday, December 24
Monday-Thursday, December 27-30
Friday, December 31
Monday, January 3
Friday, January 14
Monday, January 17
Tuesday, January 18
Wednesday, January 26
Monday, February 21
Wednesday, February 23
Monday, March 28
Friday, April 1
Monday-Friday, April 4-8
Monday, April 11
Wednesday, April 13
Monday-Friday, April 18-29
Monday-Friday, May 2-13
Wednesday, May 11
Monday, May 30
Friday, June 3
Wednesday, June 8
Thursday, June 9

1993-94 CALENDAR

11 month employees report
10 1/2 month employees report
10 month employees report - System-Wide Inservice
FIRST CLASS DAY - ALL DAY
Labor Day - HOLIDAY
Interim Report Card
Teachers' Convention - NO CLASSES
Second Quarter Begins
Veterans Day - HOLIDAY
Parent Conference Day - NO CLASSES
Thanksgiving - HOLIDAY
Interim Report Card
Christmas - HOLIDAY
WINTER BREAK
New Year's Day - HOLIDAY
CLASSES RESUME
Recordkeeping - (ELEM & MID P.M. ONLY) - NO CLASSES
Dr. King's Birthday - HOLIDAY - Third Quarter Begins
System-Wide Inservice
REPORT CARD DAY
Washington's Birthday - HOLIDAY
Interim Report Card
Fourth Quarter Begins
Good Friday - SCHOOLS CLOSED
SPRING BREAK
CLASSES RESUME
Parent Conference Day - NO CLASSES
SAT (Stanford Achievement Test)
MMT - MMAT (Missouri Mastery Achievement Test)
Interim Report Card
Memorial Day - HOLIDAY
Recordkeeping - (ELEM & MID ONLY) NO P.M. CLASSES
LAST CLASS DAY - All Day
Scheduled Make-up Days for Inclement Weather as Needed

| MONTH | CLASS DAY ELEM/MID | SEC | MAKE-UP DAYS | SCHOOL BREAKS | HOLIDAYS | RECORD KEEPING/INSERVICE ELEM/MID | SEC | PARENT CONFERENCE | TOTAL |
|--------------|-----------------------|------------|-----------------|------------------|----------|--------------------------------------|----------|----------------------|------------|
| August | | | | | | 2 | 2 | | 2 |
| September | 20 | 20 | | | 1 | 1 | 1 | | 22 |
| October | 21 | 21 | | | | | | | 21 |
| November | 16 | 16 | 2 | | 3 | | | 1 | 22 |
| December | 17 | 17 | | 4 | 2 | | | | 23 |
| January | 18.5 | 19 | | | 1 | 1.5 | 1 | | 21 |
| February | 19 | 19 | | | 1 | | | | 20 |
| March | 23 | 23 | | | | | | | 23 |
| April | 14 | 14 | 1 | 5 | | | | 1 | 21 |
| May | 21 | 21 | | | 1 | | | | 22 |
| June | 5.5 | 6 | | | | .5 | | | 6 |
| TOTAL | 175 | 176 | 3 | 9 | 9 | 5 | 4 | 2 | 203 |

1. For each day or part of the day that school is dismissed by the Superintendent for inclement weather, classes will be scheduled as follows:
*Scheduling classes for June 9 and beyond if necessary or other possibilities as determined by the Board when the needed number of make-up days is known.

2. Regular employees who are not required to report for duty because of class dismissals on Board-authorized emergency days shall not have pay for such unworked day deducted from their regular pay checks, provided such days do not exceed five (5) in number in the school year.

3. If, for any reasons, any of the minimum scheduled days required by the State are not met - the Superintendent of Schools reserves the right to amend the calendar to meet the requirements of the State.

*There will be three (3) make-up days for 1993-94. They are: November 4-5, Teachers' Convention; and April 1, Good Friday.

SECTION B

PROVISIONS RELATING

TO

TEACHERS AND CERTAIN OTHER EMPLOYEES

(See Also Basic Provisions)

TEACHERS

ARTICLE I RECOGNITION

The Board recognizes that the St. Louis Teachers Union, Local 420, American Federation of Teachers, AFL-CIO (hereinafter called the Union), has been designated as the majority representative for all teaching personnel and certain other professional educational employees of the St. Louis Public Schools which includes:

| | |
|--|------------------------------------|
| Art Teachers | Reading Clinic Teachers |
| Classroom Teachers | Remedial Reading Teachers |
| Continuing Substitutes | School Psychologists |
| Counselors | School Social Workers |
| Department Heads who teach at least two class periods | Special Education Teachers |
| District Substitutes | Speech Correction Teacher |
| Instrumental Music Teachers | Teachers on Special Assignments |
| Librarians | Vocal Music Teachers |
| Physical Education Teachers | Vocational Teachers |
| Psychological Examiners | |

The term "employees" when used in Section B of this policy statement means a person within any of the foregoing classifications or any person not specifically listed who is on the regular teachers' salary schedule.

ARTICLE II CONTINUING AND DISTRICT SUBSTITUTES

- A. A continuing substitute teacher is a substitute teacher who is assigned to a vacancy judged at the time of assignment to be twenty-six (26) days or more but less than one year duration at the same school site.
- B. If the qualifications (including any performance with the St. Louis Board of Education) of any continuing or district substitute are relatively equal to those of new applicants, the continuing or district substitute will be given preferential consideration for an open position consistent with the Board's Staff Balance Policy.

Where two or more continuing or district substitutes whose qualifications are relatively equal are to be considered for

probationary appointment, they will be given preference in order of their length of service. If in making a selection under the foregoing, the Board should appoint a new applicant over a continuing or district substitute, or deviate from seniority among eligible continuing or district substitutes, the Board must be prepared to come forward with a valid reason therefor.

- C. Substitute teachers may be employed as district substitutes who serve on a regular basis in the district for regular teachers on short term absences. Special in-service will be provided for substitutes in this program.

ARTICLE III TEACHER RESPONSIBILITY

It is recognized that a teacher's professional responsibilities include such functions as: working with students, parents, and staff members; class preparation; in-service participation; staff meetings; and assisting and supervising the dismissal of students at the end of each school day.

Outside-of-class sponsored activities, i.e., student council and clubs, shall be on a voluntary basis.

ARTICLE IV TEACHERS OF PRACTICAL NURSING

- A. Teachers of Practical Nursing shall receive credit for equivalency of the Master's Degree and the Master's Degree plus thirty (30) semester hours as established for other teachers.
- B. The work year and pay periods for teachers of Practical Nursing shall be the same as for other teachers.
- C. Teachers of Practical Nursing shall be authorized to work with the Coordinator of Practical Nursing and Adult Education administrators to establish a yearly schedule of classes in accordance with State Board of Nursing regulations and the best interest of students, so that students may complete course work at an appropriate time to take state Board examinations.
- D. Tuition reimbursement for course work shall be paid by the district to teachers of practical nursing when the state approves funding.
- E. Teachers of practical nursing shall receive an overview of their assignment at least 15 calendar days before the start of each rotation of assignment.

ARTICLE V IMPLEMENTATION OF STUDENT DISCIPLINE POLICIES

- A. A teacher may exclude from his/her class a child who in the teacher's opinion is causing serious disruption, provided the procedure in the school discipline policy is followed. The teacher shall confer with the principal or assistant principal, or counselor to provide the necessary information concerning the problem and shall provide a statement of the problem in writing at the time or within twenty-four (24) hours.

The teacher will readmit the child after some adjustment has been made following a conference with the child, the parent, the teacher, the principal or his/her designee, and possibly one of the following parties who is designated by mutual agreement of the principal and teacher: an administrator, counselor, school social worker, school psychologist or attendance officer.

In the rare instance when either the teacher or the principal has reason to believe that the presence of the parent at this conference could negatively affect the conference, then the principal may determine that the parent's presence may not be required.

The teacher shall be present, unless by mutual agreement of the principal and teacher, they decide that the teacher's presence is not necessary. The teacher shall be informed in writing as to the actions to be taken after the conference and prior to the return of the student.

- B. Following such a conference one of the several courses of action will be taken:
1. The child will be returned to the class with the understanding that he/she will correct his/her behavior.
 2. Depending upon the seriousness of the infraction, the child may be returned to class after consultation with the teacher while his/her case is being referred to one of the special services by the school social worker, school psychologist or an attendance officer. The referral of the case should be handled with immediacy but shall not take longer than ten (10) days.
 3. In case all the teachers who work with the child in regular classes recommend suspension and the principal disagrees, the teacher shall address a request to the associate superintendent who shall determine if the child shall be recommended for suspension.

If the recommendation of the associate superintendent is

not to suspend the student in question, then he/she will meet within ten (10) school days with the teacher to discuss the rationale for his/her recommendation.

- C. Principals will notify the police when a teacher/employee is assaulted by students, parents, other school personnel and/or outside intruders, or suffers property loss or damage (including automobiles) after consultation with the concerned teacher/employee, provided the concerned teacher is willing to sign a formal complaint.

The principal shall notify the police when an intruder refuses to leave the school premises after being so requested or when an intruder disrupts class activities and does not desist upon being directed to stop.

- D. When in the opinion of the counselor, dissemination of a discipline decision will destroy or seriously impair the counselor-counselee relationship, the counselor will so inform the principal or his/her designee, and a decision will be made as to whether or not the counselor is to disseminate the discipline decision. In the event that the counselor must disseminate the discipline decision, the counselor may address a report of the incident to the associate superintendent with copies to the principal and the Union for future reference.
- E. A continuous record of student discipline cases will be maintained in a place available for staff who have jurisdiction over a student to use as a basis for recommendations for suspension and intelligent administering of penalties for misdemeanors.
- F. Principals shall report to the superintendent all cases of assault suffered and reported by teachers in connection with their employment in which injuries have been suffered or in which there appears to have been malicious intent. Such assaults against teachers shall be reported to the police by the teacher and the principal or designee.

In any such assault case in which the principal has reason to believe that the assault occurred and was without provocation, the principal shall:

1. Assist the teacher(s) by acting as liaison between the teacher(s), the police and the courts.
2. Recommend the student for disciplinary action provided the teacher(s) was in compliance with the rules and regulations of the Board.
3. Cause the student to be removed from the building until the case is resolved.

4. In no case shall a teacher(s) be required to admit to class a student by whom the teacher(s) was assaulted so long as another placement is available.
- G. It is recognized that in developing responsible student conduct, the positive disciplinary techniques of example, counseling and guidance should take precedence over punitive disciplinary measures. In this regard, communication with parents on matters of discipline, safety and other local school regulations is essential.

It is essential that a clear understanding should exist between the principal and the teachers in each school. The principal should be informed promptly by a teacher when incidents occur which require the use of physical restraint. This will permit principals to be of greatest assistance in working with parents and the teacher for a full understanding and solution of the problem.

Teachers will receive full support of the principal and the central administration in actions taken by them pertaining to discipline, provided they act in accord with the provision of the rules and regulations of the Board. Legal assistance shall, if desired by the teacher, be provided by the Board in cases where the teacher has acted within the framework of the rules and regulations of the Board.

- H. Discipline procedures consistent with these guidelines and within the framework of the Uniform Code of Student Conduct of the St. Louis Board of Education shall be worked out at each school with a committee of the instructional staff, selected by the instructional staff, and placed on file in the district office by December 1, with a copy to the Union.

Any changes made in the previously filed individual school policy statements shall also be filed with the district office and the Union. The principal shall bring these provisions to the attention of the teachers in his/her school and shall encourage them to select committee members by September 30 of the school year. It is also expected that discipline problems, among other professional concerns common to many schools, will be discussed and resolution found for these problems according to the procedures outlined above.

ARTICLE VI ASSIGNMENT, TRANSFER AND PROMOTION

A. Assignment to Room

1. The office of the superintendent of schools assigns teachers to a school but not to a particular grade or room. The principal is free to assign teachers to the grades where, in his/her opinion, they will be of

greatest service. Such assignments may be discussed by the Teacher/Employee Advisory Committee. Upon request of the teacher or the Union, a valid reason for the transfer shall be stated in writing by the principal.

2. Prior to May 1, time shall be devoted at a faculty meeting to a discussion of the procedures to be used in making assignments for the coming year. Tentative plans, goals and personnel needs for special programs shall also be discussed.
3. At that time, teachers shall be given an opportunity to fill out "preference sheets" indicating three (3) preferences in order of priority of grade level and type of class on that level with the understanding that where advisable and possible, the principal will honor such preferences. Teachers shall be given an opportunity to discuss their assignment requests with their principal or designee.
4. Tentative assignments shall normally be made before the last day of the school year.
5. When a teacher is reassigned to another room, grade, or program within a school during a school year, he/she will be given three (3) working day's notice to prepare for the reassignment unless there are reasons of overriding importance.
6. Upon written request of the teacher or Union, reasons for the assignment shall be stated in writing by the principal. The validity of the assignment shall be subject to the grievance procedure.

B. Surplus of Teachers If there is a surplus of teachers within a school or department, the surplus teacher or teachers shall be determined on these bases:

1. Tenure teachers are allowed to remain in preference to probationary teachers and the probationary teachers in preference to substitutes.
2. Among teachers of equal rank, the teacher or teachers in the school or department with the least accumulated seniority would be transferred.

C. Vacancies

If there is an opening in any school, teachers may apply for a transfer to that school. Their applications will be considered, provided the vacancy is in their area of certification and such transfer will not violate any court decree on

staff integration. If more than one qualified tenured teacher applies for the vacancy, the teacher with the most seniority in the system will be given preference. If no tenured teacher applies for the vacancy, teachers on probation may be transferred to the vacancy if they apply. If neither a tenured nor a probationary teacher applies, then the vacancy shall be filled, if possible, with a newly appointed teacher. Teachers on probation may be transferred if there are no other means of filling the vacancy. The Department of Personnel Services shall announce potential teaching openings for the next school year during the semester.

D. Exceptions Governing Transfers

1. Athletic coaching duties are handled by teachers of subject matter; hence, vacancies have to be filled sometimes by transfers based on the subject certification and coaching qualifications of teachers.

E. Reduction in Teaching Staff

1. When it becomes necessary to reduce the total number of teaching positions, the Board shall determine those grade levels and/or subject areas to be reduced.
2. Upon such determination, the individual(s) with the least system-wide seniority in that certification area shall be placed on an involuntary leave of absence.
3. Those individual(s) teaching at a school where a grade level or subject area is to be reduced but whose seniority prevents them from being placed on an involuntary leave of absence shall be declared to be surplus at that school. They shall be placed according to system-wide seniority in any vacant grade level or subject area for which they are certified with the most senior having the first choice of vacant positions, the next most senior, and so forth.
4. Among teachers of equal rank, the employee with the least system-wide seniority shall be transferred, except:
 - a. when the transfer is made to achieve staff balance as provided for above, or
 - b. where a teacher is responsible for certain special programs or has particular qualifications of overriding importance, other than classroom teaching, that are needed somewhere.

F. Cancellation of Transfer

Should a determination be made on or before the last day that school offices are open before the first day of the school year that a reduction of employees is not necessary, the transferred employee shall be offered the opportunity to return to his/her original facility and grade if applicable. Such transfers shall be in compliance with court-ordered racial balance of staff.

ARTICLE VII TEACHER RIGHTS

A. Use of Intercom

1. Consistent with the Board's long established policy disapproving any surveillance of teachers through intercom devices, the Board reaffirms its instruction to principals and other administrative employees that in schools equipped with two-way intercom systems, an audible or other signal will be given to a room or rooms indicating when such a system is being turned on, and also reaffirms its instructions to principals and other administrative employees not to make statements or announcements over an intercom or public address system which are derogatory or critical of teachers.
2. The intercom shall not be used for paging students or staff except in extreme emergencies.
3. Announcements shall be confined to the appropriate classroom or grades if the intercom is so equipped.

B. Meetings

1. Teachers are expected to attend all faculty and department meetings that may arise from time to time. Faculty meetings shall be announced at least twenty-four (24) hours in advance with a written agenda, except in emergency situations. Efforts will be made to limit these meetings to no more than two (2) per month. Every effort will be made to limit the length of the meetings to not more than one (1) hour in duration and to start faculty meetings within ten (10) minutes of dismissal of school.

The holding of a faculty meeting will be avoided where the only purpose would be to disseminate information which can be effectually communicated by written bulletin. The principal shall determine when faculty meetings shall be called. However, meetings shall be called only when necessary to accomplish specific purposes. Any deviations from this policy, either as to length or

frequency of meetings, shall be subject to the grievance procedure. Teachers are encouraged to attend all PTA meetings, open house events and other functions which contribute to the educational and community relations program of the school.

2. Teachers shall be entitled to submit written requests for inclusion of subjects on the agenda of faculty meetings and the method of presentation thereof. If the matter is not included on the next agenda, the principal shall notify the teacher making the request either of the date when the subject will be so included or the reason of his refusal to do so.
3. Teachers are expected to attend parent conferences and student conferences which shall be scheduled by agreement of the involved parties. Employees shall not be required to conduct parent conferences during the uninterrupted portion of the lunch period.

C. Classroom Interruptions

Classroom interruptions are to be kept to a minimum. Any interruptions found to be necessary will, whenever possible, be timed to coincide with the beginning or ending of class periods or during homeroom sessions.

D. School Supplies Fund

The Board shall establish a supply appropriation at each school in regular grades Kindergarten to 12th. A designated portion of this fund is to be used for instructional programs planned and developed by parents, students, teachers and administrators.

E. Classroom with Specialists

When any elementary classroom is being served by a specialist, the regular classroom teacher may remain in the classroom during the specialist's lesson if he/she so desires, but shall not be required to do so. This requirement shall not be applicable to Enrichment Labs and SpringBoard to Learning classes.

ARTICLE VIII EVALUATION

A. Tenured Teachers

Tenured teachers shall be evaluated every year. The period evaluated shall cover the employee's assigned year.

B. Probationary Teachers

1. Probationary teachers shall be evaluated three (3) times each year.
2. Probationary teachers shall be notified of their status for the following school year by April 15.

C. Responsibility for Evaluation

The principal shall assume responsibility for the evaluation given to teachers.

D. Suggestions for Improvement

Before making a final unsatisfactory or needs improvement evaluation of a teacher in the instruction areas, the principal, after adequate observation and consultation, shall provide the teacher with written suggestions for improvement. The principal's decision shall be well documented after consultation with the teacher.

E. Written Response

If a teacher wishes to attach a written response to a formal written evaluation, the teacher shall do so within three (3) school days after receipt of the written evaluation.

F. Standards and Criteria

1. Teachers shall be fully informed of the evaluation form, standards, criteria and procedures used for evaluation within the first thirty (30) days of their assignment to a work site.
2. Conference(s) with the administrator which may lead to demotion, transfer, reprimand (letter), suspension or dismissal must be in writing stating the subject of the conference, providing at least twenty-four (24) hour's notice, and informing the employee that he/she is entitled to Union representation at the meeting.
3. An observation may not be relied on to support an unfavorable evaluation of the employee unless a written statement of the observation is given to the employee within five (5) school days following the observation. All classroom observations should be completed no later than April 30. Evaluations for ten month and ten and one-half month personnel should be completed by May 30 of each year, and for twelve month personnel no later than June 30 of each year.

4. No employee shall receive a needs improvement rating solely because he/she was absent on an authorized leave.

G. Revision of Evaluation Forms

1. In adopting an annual evaluation for teachers, the Board will discuss with the Union any changes from the present evaluation form.
2. Teachers shall be informed of any change in the evaluation format at least thirty (30) days prior to implementation of the change.

ARTICLE IX EDUCATIONAL CONSIDERATIONS

A. System-wide Parent Conference Days

System-wide Parent Conference Days shall be held twice each school year. The work days for teachers shall be 11:30 p.m. to 6:00 p.m. Parents shall make appointments in order to set up a schedule. Staff shall be allowed an uninterrupted thirty (30) minute duty-free lunch. Parents shall be advised by the administration of the hours that appointments may be scheduled.

Administrators, in individual cases and in extenuating circumstance on the part of teachers and/or parents, may distribute report cards.

Employees shall be provided time to confer with their own children's teachers, if their children are attending city schools.

A teacher may request the school security officer to provide an escort to his/her automobile if a security officer is assigned to that location. The appropriate police district shall be informed of the change in school hours on Parent Conference Days.

B. Textbook Committees

1. All textbooks and curriculum materials shall be recommended by the Curriculum Division. These textbooks and materials shall be selected by committees of teachers, administrators and others as determined by the superintendent of schools or his/her designee. The committees will examine the recommended books and materials to determine reading levels and the general suitability of all materials selected. Multiple adoption of textbooks will be recommended when no single series of textbooks best meets the needs of students throughout the school system.

2. The textbooks chosen shall reflect the heterogeneous nature of American society by giving adequate coverage to racial, ethnic and religious minorities as well as the elimination of sexual bias.
3. The superintendent or his/her designee will inform the president of the Union at the time of the formation of such committees and outline the committees' goals and purposes. The president of the Union shall be invited to nominate one or more persons to any committee functioning under this section. The superintendent or his/her designee will name at least one (1) of the nominees to such committee.

C. Curriculum Committee

1. The curriculum committee shall plan and advise on basic educational policies, curriculum revision and other matters related to the improvement of the educational program.
2. In revising the curriculum, each committee shall seek the best information and advice available which the area and profession can provide. Provision shall be made for courses that study the contributions of racial and ethnic minorities to American life. The committee shall consult with the teachers, and policies shall be recommended after due consideration.
3. The curriculum committee shall continue to function during the implementation of the revised curriculum.
4. The superintendent or his/her designee will inform the president of the Union at the time of the formation of such committees and outline the committees' goals and purpose. The president of the Union shall be invited to nominate one or more persons to any committee functioning under this section. The superintendent or his/her designee will name at least one of the nominees to such committee.

D. Other System/District Wide Committees

1. The superintendent or his/her designee will inform the president of the Union at the time of the formation of such committees calling for teacher participation and outline the committees' goals and purposes.
2. The president of the Union shall be invited to nominate one or more persons to any committee functioning under this section. The superintendent or his/her designee will name at least one of the nominees to such committee.

E. Professional Conferences, Workshops and School Visitations

Employees upon request may be granted leaves for the purpose of attending educational workshops and conferences conducive to professional growth, or for the purpose of visiting other approved classrooms, either in or outside of this school system.

F. Portable School Buildings

1. General maintenance of portable buildings shall equal that of regular or main school buildings.
2. Portable school buildings not having telephones will be provided telephones on a priority basis based on need and money available.

G. Field Trips

1. Teachers may schedule field trips for students after approval by the principal. Scheduling and approval shall be on an equitable basis.
2. Teachers shall not be required to use their automobile in transporting school children.

H. Audiovisual Equipment

1. Audiovisual equipment shall be available to teachers for use in their instructional programs.
2. Audiovisual equipment shall be stored in a safe place at the school as directed by the principal.
3. Distribution and maintenance of audiovisual equipment in elementary and middle school shall be the responsibility of an employee who is designated by the principal. If in the judgment of the principal, after consultation with the employee, such distribution and maintenance interferes with the employee's teaching duties and necessitates the performance of such work after school hours, the employee will be compensated at a rate approved by the Board.

I. Instructional Material

1. All instructional materials which have been authorized for classroom use shall be delivered promptly after they are received by the school system.
2. A list of all authorized material shall be available.

J. Student Transfers

When student transfers are contemplated, the staff receiving such transfers shall be informed by the principal. If the student has a history of violence, any of the receiving staff who might reasonably be expected to have contact with that student shall be so informed at the time of enrollment. Any documentation of such information shall be provided by the sending school and shall be provided to the appropriate staff unless prohibited by law.

K. Apprentice Teachers and Stipends

Apprentice teachers shall be assigned to a school by the associate superintendents for elementary, middle and high schools.

Teachers shall be asked to volunteer to receive or reject apprentice teachers in their classroom.

A list of teachers willing to accept apprentice teachers shall be developed and updated annually by the principal/immediate supervisor.

If there are no teachers willing to accept apprentice teachers, then the principal or his/her designee shall assign teachers accordingly.

When stipends for apprentice teachers are paid to the department or school funds, expenditures thereof shall be determined by the department members or school faculty.

L. No Custodial Duties

It is not the policy of the Board to require teachers to perform custodial duties in or around the classroom. However, in an emergency, teachers may voluntarily do such minor chores as may be necessary for the smooth functioning of the class.

M. Assistance for New Teachers

The Board and the Union agree that special attention and supportive help and guidance in classroom techniques shall be provided the new teacher. All available resources including principals, assistant principals, department heads and administrative assistants, as well as the experience and diverse abilities of all teachers, should be utilized to help orient the new teacher.

In accordance with Missouri Teacher Certification standards, new teachers will be assigned a mentor teacher and participate in a mentor program as established by the Board during the

entry-year.

N. Student Permissive Transfers

All student permissive transfers shall be accomplished before the first day of the semester in which they are effective, unless otherwise mandated by law or court order.

ARTICLE X SPECIAL AREAS, EDUCATIONAL CONSIDERATIONS

A. Physical Education

1. Improvements in physical education facilities shall be made by request of the principal with approval of the associate superintendent, consistent with funds available for such improvements.
2. District-wide competition events scheduled for elementary and high schools shall be at a time and place to allow parents to attend, consistent with safety factors and availability of facilities and staff.
3. Funds shall be available in the general fund budget to provide for supplies for the elementary physical education program.
4. All schools shall have a supply and equipment storage area providing access to the physical education department or teacher.
5. Teachers and coaches of after school activities shall receive extra pay for extra duty as approved by the Board.
6. Substitute physical education teachers shall be provided to cover classes of absent physical education teachers, provided qualified substitute teachers are available.

B. Special Education

1. Classes shall be provided for students who qualify as slow learners, behavioral disordered, hearing and visually impaired, language/speech deficient, orthopedically handicapped, and mildly and moderately learning disabled.
2. All special education teachers shall be assigned to comply with reimbursement standards and shall be provided with the necessary forms, supplies, equipment, materials and tests needed to fulfill curriculum requirements.
3. All special education teachers shall be assigned on the

basis of need and shall comply with class size reimbursement standards.

4. The Board will assist willing parents of slow learners and behavioral disordered, learning disabled, mentally, physically or sensory impaired students in securing family counseling from qualified agencies in the area.
5. Complying with AAA standards, all special education teachers shall be scheduled for the same amount of time for preparation periods per week as regular classroom teachers.
6. Special education pupils shall have access to counseling services on the same basis as pupils in the regular classroom.
7. An advisory committee, composed of special education teachers representative of all special education areas and others concerned and knowledgeable of the process, shall be formed to discuss, evaluate and recommend revision of the ME9/IEP process.
8. The Board shall make special efforts to avoid splits of special education classrooms and shall make special efforts to provide individual classrooms for resource teachers.
9. Special education teachers shall be provided storage and filing space for classroom use.
10. Special education pupils shall be scheduled for physical education classes.
11. Ongoing in-service programs for regular classroom teachers on PL 94-142 shall be conducted as prescribed by PL 94-142.
12. Itinerant teachers shall be provided with designated storage areas and when space is available, a separate classroom. The Board, whenever possible, shall insure itinerant teacher caseloads do not exceed the state mandate of 20 and shall limit the number of schools the itinerant teacher services by clustering students as much as possible. Itinerant teachers shall have the same amount of time for preparation periods per week as regular classroom teachers.

C. Counseling

1. Clerical staff shall be assigned to assist the counseling staff in clerical work.

2. The caseload of counselors shall comply with AAA standards.
3. Counselors shall be provided space which affords privacy for individual counseling and shall have access to a telephone for calls essential to the counseling process.
4. To the extent possible, every work site shall have a permanently assigned staff member at that site who is designated as a test coordinator.

D. Psychological Services

1. The school system shall meet AAA requirements in the areas of psychological services.
2. Psychological examiners shall be available to diagnose students for placement in special programs.
3. The Board will assist willing parents of educable mentally handicapped and emotionally disturbed students in securing family counseling from qualified agencies in the area when recommended by psychologists.

E. School Social Workers

1. School social workers shall be assigned to comply with AAA requirements.
2. School social workers shall be provided space which affords privacy for individual consultation and shall have access to a telephone for calls essential to carrying out his/her duty.
3. School social workers shall have a desk and storage space for confidential records at each work site, provided space is available at that location.

F. Home Economics

1. Home economic teachers shall request needed equipment and supplies annually.
2. Home economic classrooms shall not be used for study halls, provided other suitable facilities are available for such use.
3. Food budgets shall reflect inflationary trends.
4. Food labs shall be equipped with appropriate means for ventilation.

5. Sewing classes shall be equipped with appropriate lighting.
6. Audiovisual materials which are current and suitable for use in home economic classes shall be updated annually.
7. Home economic teachers shall be assigned to comply with AAA requirements.

G. Speech and Language Therapy

1. Speech and language therapists shall be assigned on the basis of need and shall comply with reimbursement standards.
2. Speech and language therapists shall be provided with designated storage areas and when space is available a separate classroom.
3. Speech and language therapists shall be provided with the necessary forms, supplies, equipment, materials and tests needed to fulfill curriculum requirements.
4. Complying with AAA standards, speech and language therapists shall have the same amount of time for preparation periods per week as regular classroom teachers.
5. Speech and language therapists shall be scheduled release time annually to update IEP's.

H. Media Center

1. Every school shall maintain a school or classroom library providing access to books for students at all levels.
2. Each elementary school shall have the services of a librarian, library clerk or the consulting services of the Library Service Center, and each regular secondary school shall have two full-time librarians.
3. Every regular secondary school, special secondary school, and middle school shall be provided with librarians to comply with AAA standards.
4. Principals shall request substitutes for librarians who are absent.
5. The effectiveness of the media center should not be restricted by utilization as a regular study hall, provided other suitable facilities are available for such use.

6. The media center shall be provided with the necessary supplies, equipment and materials to fulfill the curriculum requirements of the library program.
7. Repair procedures and budget allowances shall be established for library equipment to provide servicing and repair on a continuing and regular basis.
8. In the absence of the librarian, the library shall be closed if a substitute is not available. This substitute shall be a librarian if one is available.
9. Librarians/media specialists shall have adequate time for organizational responsibility, inventory work, preparing evaluation reports, preparing for curriculum coordinated lessons, collecting and/or distributing equipment at the beginning and ending of the school year.
10. A middle school librarian who teaches a minimum of two-thirds of his/her weekly schedule shall have the same amount of time for preparation periods as regular classroom teachers at that location.

I. Elementary School Art

1. Art Teachers shall be assigned to meet AAA requirements.
2. Repair procedures and budget allowances shall be established for the care of art equipment.
3. Art teachers shall participate in the ordering of supplies, materials, equipment and books needed to fulfill curriculum requirements. These supplies, etc. shall be secured for use by the art teacher and shall be stored in a secure storage cabinet or space provided for the art teacher's use. An inventory of art supplies, etc., shall be kept.
4. A separate art classroom may be provided in each school where space is available.
5. Complying with AAA standards, elementary school art teachers shall have the same amount of time for preparation periods per week as regular classroom teachers.
6. Art supplies and equipment shall be provided which are sufficient to carry out the art curriculum.

J. Secondary School Art

1. Storage space for all art teachers shall be designated by the principal.

2. Art supplies and equipment shall be provided in order to carry out the art curriculum.
3. Repair procedures and budget allowances shall be established for the care of art equipment.
4. Two courses shall not be scheduled for the same period where there is sufficient enrollment to justify two classes.
5. Prerequisites for placement in art classes shall be established.

K. Elementary School Music

1. Music teachers shall be assigned to meet AAA requirements.
2. Repair procedures and budget allowances shall be established for the care of music equipment. Pianos shall be tuned on a scheduled basis. Repairs shall be made on request.
3. Music teachers shall participate in the ordering of supplies, materials, equipment and books needed to fulfill curriculum requirements. These supplies, etc. shall be stored in a secure storage cabinet or space provided for the music teacher's use. An inventory of music supplies, etc., shall be kept.
4. A separate music classroom may be provided in each school when space is available.
5. Complying with standards, elementary school music teachers shall have the same amount of time for preparation periods per week as regular classroom teachers.
6. Music supplies and equipment shall be provided which are sufficient to carry out the music curriculum.

L. Secondary School Music

1. Storage space for all music teachers shall be designated by the principal.
2. Music supplies and equipment shall be provided in order to carry out music curriculum.
3. Repair procedures and budget allowances shall be established for the care of music equipment.
4. Band and choir directors may visit elementary schools

during regular school hours with consent of the principals and associate superintendent involved to explain their program.

5. Practice rooms and band rooms shall be provided for music instruction where room and the expense of conditioning the room is available.
6. The school Board will develop an accounting procedure whereby monies received from students for lost musical instruments will be credited to an appropriate account for the replacement of the instrument at the school where the loss occurred.
7. Storage space for instruments and uniforms shall be designated by the principal.
8. Uniforms and robes for music departments shall be replaced on a regular basis consistent with money available.
9. Board paid transportation shall be provided for all trips of the music department within the limits of the budget.

M. Pupil Personnel Services

AAA classification in counseling, psychological services, and school social workers services shall be maintained.

N. Middle School Home Economics/Industrial Arts

Middle school home economics and industrial arts programs shall be established and shall meet AAA requirements.

O. Industrial Arts

1. In accordance with state guidelines contained in the manual, Planning and Equipping Industrial Arts Instructional Facilities, parts 1-1, 2-1, 3-1, 4-1, classes shall be limited by available equipment stations and a pupil number that can be safely instructed.
2. Sufficient supplies and equipment shall be provided to each industrial arts class to carry out the industrial arts curriculum.
3. Repair procedures and budget allowances shall be established for the continuing and regular repair of equipment.

P. Chapter I Program

1. Subject to space and fund limitations, the Board shall house each Chapter I class in a separate classroom.
2. Chapter I teachers shall be provided with necessary furniture, supplies, equipment and materials needed to fulfill curriculum requirements.
3. When required by State and Federal Chapter I Regulations, Chapter I teachers will be provided aides.

Q. Gifted/Talented

1. Classes shall be provided for students who qualify as gifted/talented.
2. All teachers of the gifted/talented shall be provided with the necessary forms, supplies, equipment, materials and tests needed to fulfill curriculum requirements.
3. The Board will assist willing parents of gifted/talented students in securing family counseling from qualified agencies in the area.
4. Complying with AAA standards, all teachers of the gifted/talented shall be scheduled for the same amount of time for preparation periods per week as regular classroom teachers.
5. An advisory committee composed of special education teachers (including teachers of the gifted/talented) representative of all special education areas, and others concerned and knowledgeable of the process, shall be formed to discuss, evaluate and recommend revision of the ME9/IEP process.
6. The Board will make special efforts to provide individual classrooms for resource teachers in the gifted/talented program.
7. Teachers of the gifted/talented shall be provided storage and filing space for classroom use.

R. Science and Home Economics Classrooms and/or Labs Shall be Furnished with Fire and Safety Equipment

ARTICLE XI SCHOOL DAY

1. Teachers are normally expected to arrive fifteen (15) minutes prior to their assigned schedule of classroom instruction or preparation period when one is assigned

for the first period.

2. Certificated employees are normally expected to remain on the school premises during any unassigned periods, except in emergency situations, in which case they are to notify the principal. Certificated employees assigned to more than one school in a day shall be allowed reasonable travel time between assignments. This travel time shall be in addition to their duty-free lunch period.
3. Each teacher shall have an uninterrupted duty-free lunch period of at least thirty (30) minutes. If teachers leave the grounds during this thirty (30) minute period, they shall report said absence to the principal or his/her designee before leaving the building and upon returning to the building.
4. The scheduled school day extends through the last class assignment or preparation period when one is scheduled for the last period.
5. Substitution of a regular teacher for another teacher's class shall be voluntary, except that when a volunteer is not available, the principal shall make assignments that will insure the proper functioning of the school. In an elementary, middle or high school, pay for substitution shall be at the rates authorized by the Board.
6. Each teacher in a middle or high school shall be scheduled for a daily uninterrupted, duty-free preparation period within the school day. This preparation period shall be equivalent to a class period.

Elementary teachers shall be scheduled for a minimum of 240 minutes per week of duty-free preparation time inclusive of duty-free recess periods.

7. The sign-in sheet shall be placed in a convenient location and shall be kept in that location one-half hour after teacher arrival time. The sign-in sheet shall be returned to that location one-half hour before teacher departure time.

ARTICLE XII CLASS SIZE

- A. The Board shall follow AAA guidelines in respect to class size. Class size shall be adjusted in all schools within reasonable time limits in order to insure compliance with guidelines. Student load shall be equitably distributed throughout the district.

- B. Regular classrooms in the elementary schools shall be organized on the following basis:

| <u>Grade</u> | <u>Average Pupil Teacher-Ratio</u> |
|--------------|------------------------------------|
| Kindergarten | 24:1 |
| 1 - 5 | 26:1 |
| 6 - 8 | 26:1 |

In schools where enrollments average more than thirty (30) per regular classroom teacher; the principal, after consultation with teachers and the local parent organization, may request additional teachers who would contribute to the program. There will be one additional teacher added to each thirty (30) or more students who are in excess of the 30:1 ration.

In other instances, where schools have enrollments exceeding the average ratio of 30:1, teachers having classes with enrollments over thirty (30), will be assigned half-time teacher assistants.

- C. Regular classrooms in the secondary schools shall be organized on an average ratio of 30:1.
- D. The school Board cannot guarantee to maintain the average pupil-teacher ratios expressed above in the event conditions beyond the Board's control should arise necessitating change. If it becomes necessary to make any change in said ratio, discussions will be held with the Union prior to making the change.

ARTICLE XIII SALARY AND RATES OF PAY

- A. The salary and rates of pay effective for the period of July 1, 1993 - June 30, 1996 for all certificated employees in the represented unit are established herein as follows:
1. Pay Schedule for 1993-1994 -(Attached as Appendix B-1).
 2. Tenured and Probationary Teachers' Salary Schedule (Attached as Appendix B-2).
 3. Secondary Physical Education and Athletics - After School Activity - (Attached as Appendix B-3)
 4. Non-Athletic Extra Pay for Extra Duty -- effective September 1, 1993 through June 30, 1996 (Attached as Appendix B-4).
 5. Department Head Pay (Attached as Appendix B-4).

6. Extra Duty Pay (Attached as Appendix B-4).
 7. Continuing Substitutes and District Substitutes Pay (Attached as Appendix B-5).
- B. Each employee shall advance one step on the salary schedule for each year of employment until they reach step L. Advancement on the salary schedule requires a minimum of one (1) semester or one hundred (100) days of satisfactory service in the school year previous to the advancement.
- C. All probationary and tenure employees on the teachers' salary schedule who attain a higher degree or credit status are to advance to the corresponding step on the new salary lane. Salary credit may be granted at the beginning of the pay period following receipt of the degree or completion of the courses from an accredited college or university provided the transcript is received no later than one (1) month after receipt of the degree. Otherwise, the salary increment will become effective the pay period following the receipt of the transcripts.

ARTICLE XIV DEPARTMENT HEADS/TEAM LEADERS

Department head/team leaders are authorized for all high schools, middle schools and the technical center.

- A. High schools shall be assigned department heads in all departments where there are five (5) or more teachers in the department.
- B. Additional department heads shall be assigned based on a determination of need as recommended by the principal and upon the approval of the superintendent of schools.
- C. Middle schools shall be assigned four (4) team leaders.
- D. Department heads will receive released time to perform department head duties based on the following formula:
- Four to nine (4-9) teachers in department
-- one (1) period per day
- Ten (10) or more teachers in department
-- two (2) periods per day
- E. Except for emergencies, department heads/team leaders will not be assigned to substitute duty.
- F. Appointments of department heads/team leaders are made by the principal with the approval of the associate superintendent and shall expire at the end of each school year.

ARTICLE XV SUMMER SCHOOL ASSIGNMENTS

- A. The Board shall notify all teachers of summer school openings on or about May 1 of each year through personnel bulletin Boards located throughout the district.
- B. All applications for summer school employment shall be returned to the Associate Superintendent for Personnel Services within (10) ten working days after notification of openings.
- C. Associate superintendents shall consider applications from all areas and shall select applicants based on their seniority within rank, subject to their having the qualifications necessary to fill the openings in question.
- D. Teachers normally will not be assigned to summer school for more than two consecutive summers, provided qualified applicants are available and further, provided that the summer school openings are not restricted to teachers in a specially funded program.
- E. After applicants have been chosen, if it becomes necessary to reduce positions, system-wide seniority shall govern.
- F. All successful applicants shall be notified of their assignment as soon as possible, but before the end of the school year.
- G. The Board will furnish to the Union, by July 30 of each year, one complete list of all employees in summer school positions. The list will be in alphabetical order by last name and will show the employees' addresses.
- H. While the administration recognizes the summer school policy of working two (2) consecutive summers and seniority, the superintendent reserves the right to appoint staff to summer school positions when experience and other skills and abilities warrant it.

ARTICLE XVI DISCIPLINE AND DISCHARGE

No employee shall be reprimanded except for just cause. A copy of any written reprimand will be given to the employee.

No employee shall be reduced in rank or compensation, discharged, or otherwise separated from employment except for just cause as that term is defined in Section 168.221 R.S.MO 1959.

ARTICLE XVII PAY SCHEDULE 1993-1994

(See Appendix B-1)

Appendix B-1
1993-1994 Pay Schedule
(10, 10½ and 11 Month Employees)

| Pay Period | Days Paid | Date Paid |
|---------------------------|-----------|-----------|
| 08/16/93 through 08/27/93 | 5-10 | 09/03/93* |
| 08/30/93 through 09/10/93 | 10 | 09/17/93 |
| 09/13/93 through 09/24/93 | 10 | 10/01/93 |
| 09/27/93 through 10/08/93 | 10 | 10/15/93 |
| 10/11/93 through 10/22/93 | 10 | 10/29/93 |
| 10/25/93 through 11/05/93 | 10 | 11/12/93 |
| 11/08/93 through 11/19/93 | 10 | 11/24/93 |
| 11/22/93 through 12/03/93 | 10 | 12/10/93 |
| 12/06/93 through 12/17/93 | 10 | 12/23/93 |
| 12/20/93 through 12/31/93 | 10 | 01/07/94 |
| 01/03/94 through 01/14/94 | 10 | 01/21/94 |
| 01/17/94 through 01/28/94 | 10 | 02/04/94 |
| 01/31/94 through 02/11/94 | 10 | 02/18/94 |
| 02/14/94 through 02/25/94 | 10 | 03/04/94 |
| 02/28/94 through 03/11/94 | 10 | 03/18/94 |
| 03/14/94 through 03/25/94 | 10 | 03/31/94 |
| 03/28/94 through 04/08/94 | 10 | 04/15/94 |
| 04/11/94 through 04/22/94 | 10 | 04/29/94 |
| 04/25/94 through 05/06/94 | 10 | 05/13/94 |
| 05/09/94 through 05/20/94 | 10 | 05/27/94 |
| 05/23/94 through 06/03/94 | 10 | 06/08/94 |
| 06/06/94 through 06/08/94 | 0-3 | 06/08/94* |
| 06/09/94 through 06/22/94 | 5-10 | 06/22/94* |

* We make 20 voluntary payroll deductions for all 10, 10½ and 11 month employees. We shall not make voluntary deductions on the following dates: September 3, 1993; the 3 day pay date June 8, 1994 and June 22, 1994. The school calendar includes 3 days extension added in June 1994 for the days schools were closed on November 4 and 5, 1993 and April 1, 1994.

TEACHERS' SALARY SCHEDULE - B. A. DEGREE

| 93/94 | | 94/95 | | 95/96 | |
|---------|----------|---------|----------|---------|----------|
| | | | | STEP 1 | \$24,551 |
| | | STEP 1 | \$24,070 | STEP 2 | 24,792 |
| STEP 1 | \$23,598 | STEP 2 | 24,306 | STEP 3 | 25,108 |
| STEP 2 | 24,820 | STEP 3 | 25,602 | STEP 4 | 26,485 |
| STEP 3 | 26,246 | STEP 4 | 27,112 | STEP 5 | 28,088 |
| STEP 4 | 27,676 | STEP 5 | 28,631 | STEP 6 | 29,704 |
| STEP 5 | 29,114 | STEP 6 | 30,162 | STEP 7 | 31,670 |
| STEP 6 | 30,560 | STEP 7 | 31,706 | STEP 8 | 33,054 |
| STEP 7 | 32,269 | STEP 8 | 33,560 | STEP 9 | 35,070 |
| STEP 8 | 34,221 | STEP 9 | 35,675 | STEP 10 | 37,459 |
| STEP 9 | 36,075 | STEP 10 | 37,698 | STEP L | 41,284 |
| STEP 10 | 38,579 | STEP L | 40,876 | | |
| STEP L | 40,471 | | | | |

TEACHERS' SALARY SCHEDULE - M. A. DEGREE

| 93/94 | | 94/95 | | 95/96 | |
|---------|----------|---------|----------|---------|----------|
| | | | | STEP 1 | \$25,331 |
| | | STEP 1 | \$24,834 | STEP 2 | 25,579 |
| STEP 1 | \$24,347 | STEP 2 | 25,077 | STEP 3 | 25,905 |
| STEP 2 | 26,159 | STEP 3 | 26,983 | STEP 4 | 27,914 |
| STEP 3 | 27,581 | STEP 4 | 28,491 | STEP 5 | 29,517 |
| STEP 4 | 29,007 | STEP 5 | 30,008 | STEP 6 | 31,133 |
| STEP 5 | 30,443 | STEP 6 | 31,539 | STEP 7 | 33,116 |
| STEP 6 | 31,889 | STEP 7 | 33,085 | STEP 8 | 34,491 |
| STEP 7 | 33,608 | STEP 8 | 34,952 | STEP 9 | 36,525 |
| STEP 8 | 35,631 | STEP 9 | 37,145 | STEP 10 | 39,003 |
| STEP 9 | 37,599 | STEP 10 | 39,291 | STEP L | 42,857 |
| STEP 10 | 40,121 | STEP L | 42,433 | | |
| STEP L | 42,013 | | | | |

TEACHERS' SALARY SCHEDULE - M. A. + 30 DEGREE

| 93/94 | | 94/95 | | 95/96 | |
|---------|----------|---------|----------|---------|----------|
| | | | | STEP 1 | \$26,724 |
| | | STEP 1 | \$26,200 | STEP 2 | 26,986 |
| STEP 1 | \$25,686 | STEP 2 | 26,457 | STEP 3 | 27,330 |
| STEP 2 | 27,508 | STEP 3 | 28,375 | STEP 4 | 29,353 |
| STEP 3 | 28,931 | STEP 4 | 29,886 | STEP 5 | 30,962 |
| STEP 4 | 30,360 | STEP 5 | 31,407 | STEP 6 | 32,585 |
| STEP 5 | 31,793 | STEP 6 | 32,938 | STEP 7 | 34,584 |
| STEP 6 | 33,231 | STEP 7 | 34,477 | STEP 8 | 35,942 |
| STEP 7 | 34,743 | STEP 8 | 36,133 | STEP 9 | 37,759 |
| STEP 8 | 36,815 | STEP 9 | 38,380 | STEP 10 | 40,299 |
| STEP 9 | 38,897 | STEP 10 | 40,647 | STEP L | 44,434 |
| STEP 10 | 41,665 | STEP L | 43,994 | | |
| STEP L | 43,558 | | | | |

TEACHERS' SALARY SCHEDULE - Ph. D. DEGREE

| 93/94 | | 94/95 | | 95/96 | |
|---------|----------|---------|----------|---------|----------|
| | | | | STEP 1 | \$28,153 |
| | | STEP 1 | \$27,601 | STEP 2 | 28,429 |
| STEP 1 | \$27,060 | STEP 2 | 27,872 | STEP 3 | 28,792 |
| STEP 2 | 30,192 | STEP 3 | 31,143 | STEP 4 | 32,217 |
| STEP 3 | 31,626 | STEP 4 | 32,670 | STEP 5 | 33,846 |
| STEP 4 | 33,070 | STEP 5 | 34,211 | STEP 6 | 35,494 |
| STEP 5 | 34,523 | STEP 6 | 35,766 | STEP 7 | 37,554 |
| STEP 6 | 35,959 | STEP 7 | 37,307 | STEP 8 | 38,893 |
| STEP 7 | 36,044 | STEP 8 | 37,486 | STEP 9 | 39,173 |
| STEP 8 | 38,175 | STEP 9 | 39,797 | STEP 10 | 41,787 |
| STEP 9 | 40,260 | STEP 10 | 42,072 | STEP L | 46,037 |
| STEP 10 | 43,237 | STEP L | 45,581 | | |
| STEP L | 45,130 | | | | |

Appendix B-3

Athletic Extra Pay Duty

Secondary Physical Education and Athletics After School Activities

| | <u>1993-94</u> | <u>1994-95</u> | <u>1995-96</u> |
|--|----------------|----------------|----------------|
| <u>Director of Athletics</u> | \$ 4,386 | \$4,561 | \$4,743 |
| <u>"A" Baseball</u> Head Coach | 2,886 | 3,001 | 3,121 |
| <u>"B" Baseball</u> Assistant Coach | 2,217 | 2,305 | 2,397 |
| <u>"A" Basketball</u> Head Coach | 3,326 | 3,459 | 3,597 |
| <u>"B" Basketball</u> Assistant Coach | 2,217 | 2,305 | 2,397 |
| <u>Cheer Leaders</u> Teacher-in-Charge (2 days/week) | 1,108 | 1,152 | 1,198 |
| <u>"A" Cross Country</u> Head Coach | 1,108 | 1,152 | 1,198 |
| <u>Softball</u> Head Coach | 1,996 | 2,075 | 2,158 |
| <u>"A" Football</u> Head Coach | 3,326 | 3,459 | 3,597 |
| Assistant to Coach | 2,661 | 2,767 | 2,877 |
| <u>"B" Football</u> Assistant Coach | 2,217 | 2,305 | 2,397 |
| Asst to "B" Coach | 1,996 | 2,075 | 2,158 |
| <u>Gymnastics</u> Head Coach | 2,217 | 2,305 | 2,397 |
| <u>"A" Soccer</u> Head Coach | 1,996 | 2,075 | 2,158 |
| <u>"A" Swimming</u> Head Coach | 1,996 | 2,075 | 2,158 |

Appendix B-3

Athletic Extra Pay Duty

**Secondary Physical Education and Athletics
After School Activities**

| | <u>1993-94</u> | <u>1994-95</u> | <u>1995-96</u> |
|----------------------|----------------|----------------|----------------|
| <u>"A" Tennis</u> | | | |
| Head Coach | \$ 1,108 | \$ 1,152 | \$ 1,198 |
| <u>A" Track</u> | | | |
| Head Coach | 2,886 | 3,001 | 3,121 |
| <u>"B" Track</u> | | | |
| Assistant Coach | 2,217 | 2,305 | 2,397 |
| <u>Volleyball</u> | | | |
| Head Coach | 1,515 | 1,575 | 1,638 |
| <u>"A" Wrestling</u> | | | |
| Head Coach | 2,886 | 3,001 | 3,121 |
| <u>"B" Wrestling</u> | | | |
| Assistant Coach | 2,229 | 2,318 | 2,410 |

Appendix B-4

Non-Athletic Extra Pay for Extra Duty

Each regular, magnet/alternative high school and the technical center are budgeted for 1,040 hours of non-athletic extra duty service to be allocated as follows, if the program exists:

| <u>Activity</u> | <u>Teacher In Charge</u> | <u>Teacher Assistant</u> |
|--------------------|------------------------------|------------------------------|
| Dramatics | 100 | 100 |
| Vocal Music | 200 | 50 |
| Instrumental Music | 200 | |
| Yearbook Editor | 100 | |
| Yearbook Manager | 30 | |
| Pom Poms | 56 | |

Additional hours to the maximum of 1,040 may be utilized for the above activities or for other club activities as determined by the principal and the faculty.

The teacher in charge of the school newspaper shall be given compensatory time of one class period daily instead of extra duty pay on the condition that the school supports a minimum of eight issues per school year.

Department Heads/Team Leaders shall be compensated as follows:

| | <u>1993-94</u> | <u>1994-95</u> | <u>1995-96</u> |
|-------------------------------|----------------|----------------|----------------|
| 2-4 teachers (department) | \$ 783 | \$ 814 | \$ 846 |
| 5-9 teachers (department) | 1,313 | 1,365 | 1,419 |
| 10/more teachers (department) | 1,964 | 2,042 | 2,123 |

Department Heads who served in the 1977-1978 school year and have continued in their positions are to be compensated at the 1977-78 salary rate (\$967) or the above rate, whichever is higher.

Extra Pay for Extra Duty

| | <u>1993-94</u> | <u>1994-95</u> | <u>1995-96</u> |
|---|----------------|----------------|----------------|
| Teacher, Counselor, Librarian Psychological Examiner, School Social Worker: | \$ 19.76 | 20.55 | 21.37 |
| Teacher Assistants: | 10.50 | 10.92 | 11.36 |

Appendix B-5

Continuing and District Substitutes

Continuing substitute teachers and district substitute teachers shall be paid at the minimum rate for the beginning teacher at the first step of the Bachelor's degree schedule. They do not advance on the schedule.

District substitute teachers shall be paid at a minimum of eighty percent (80%) of the days during the school year from the date of their first assignment.

Continuing and district substitute teacher assistants shall be paid only those benefits which are specifically designated for continuing and district substitute teachers.

Substitute Teacher Assistant

Substitute teacher assistants shall be paid at the same hourly rate of pay as a teacher who substitutes on an unassigned period.

SECTION C

PROVISIONS RELATING

TO

SECRETARIAL/CLERICAL EMPLOYEES ONLY

(SEE ALSO BASIC PROVISIONS)

SECRETARIAL/CLERICAL EMPLOYEES

ARTICLE I RECOGNITION

The Board recognizes that the Union has been designated as the exclusive bargaining representative for the following non-certificated personnel of the St. Louis School System as follows:

Persons employed by the St. Louis Board of Education in the categories known as secretarial and clerical excluding the following positions:

- Shops' Department Office Manager
- Food Service Division Office Manager
- Administrative Control Supervisor
- Clerk Typist III's assigned to Food Service Division
- Clerk Typist III's assigned to Purchasing Division
- All daily substitute clerks
- All secretarial/clerical in Department of Personnel Services
- All secretarial/clerical in Budget Office

and excluding secretaries to the following administrators:

- Superintendent
- Chief of Staff
- Associate Superintendent for Curriculum and Programs
- Associate Superintendent for Business and Financial Services/Treasurer
- Executive Director of Planning, Research, Evaluation and Student Accounting
- Associate Superintendents-Elementary, Middle and High School
- Commissioner of Buildings and Grounds
- Executive Director of Purchasing
- Executive Director of State and Federal Programs

The term "employee" when used in Section C of this policy statement means a person within the categories known as secretarial and clerical with the foregoing exclusions.

ARTICLE II EMPLOYMENT CONDITIONS

A. School/Work Day

1. All employees are normally expected to remain at their work site except in emergency situations in which case they are to notify the principal and/or immediate supervisor. Employees assigned to more than one location in a day shall be allowed reasonable travel time between assignments. This travel time shall be in addition to their duty-free lunch period.

2. Each employee shall have an uninterrupted duty-free lunch period of at least thirty (30) minutes. If employees leave the grounds during this thirty (30) minute duty-free lunch period, they shall report said absence to the principal/supervisor or his/her designee before leaving the building and upon returning to the building. There shall be strict adherence to arriving back on time for an assigned duty.
3. Employees who work eight hour days shall be given a fifteen (15) minute break in the morning and afternoon. Half-time employees will be granted one fifteen (15) minute relief break. Such relief breaks shall be taken at the discretion of the employee but must have the approval of the immediate supervisor.

B. Hours of Work

1. Forty (40) hours shall constitute the required weekly hours of service for all regular full-time non-certificated employees.
2. Employees will be assigned to overtime work when there are no qualified volunteers.
3. When an employee is authorized to work and does work beyond the required forty (40) hours per week, the Board shall pay the employee for all overtime worked at the rate of one and one-half times the employee's normal hourly rate.
4. Part-time employees who are required to work beyond their regular scheduled hours will be compensated at their regular hourly rate for time worked. If part-time employees are required to work beyond forty (40) hours per week, they shall be compensated as provided in Section 3 above.
5. The district will attempt to rotate overtime assignments on the basis of experience and qualifications needed to perform a particular assignment. Overtime assignment records will be reviewed quarterly by the appropriate associate superintendent and efforts will be made to distribute overtime as fairly and equitably as is possible.

C. Non-Secretarial Clerical Duties

Secretarial/clerical employees shall not be required to perform non-secretarial, non-job related duties and/or duties which are the responsibility of the custodian.

D. Orientation

The first day at a new work site, the newly hired or newly transferred secretarial/clerical employee shall be given orientation by his or her new supervisor at the assigned location. Full pay and benefits shall be given the employee for this day's activities.

E. Other Responsibilities

It is recognized that student supervision, administrative and supervisory duties, and medical or first aide duties shall be the responsibility of the location supervisor. However, the employees will continue to assist in these duties when required.

F. Job Task Priorities

The establishment of job task priorities shall be the responsibility of the location supervisor.

G. Space and Equipment

Secretarial/clerical employees shall be provided with necessary supplies and equipment. Clerical employees shall also be afforded the most adequate space available at each location for their job.

H. Workshops

The Board shall provide in-service training for clerical employees on a continuing and regular basis. Such training shall be available to all employees. Employees are encouraged to suggest appropriate topics for in-service workshops.

I. Cancellation of Transfer

Should a determination be made on or before the last day that school offices are open, or before the first day of the school year that a reduction of employee staff at a site is not necessary, the transferred employee shall be offered the opportunity to return to his/her original facility in his/her position, if applicable. Such transfers shall be in compliance with court-ordered racial balance of staff.

J. Vacancies

If there is an opening in any school or other location, non-certificated employees may apply for a transfer to that school or other location. The Department of Personnel Services shall announce on personnel bulletin boards located throughout the district potential openings for the next school year during

the spring semester.

ARTICLE III EVALUATION

A. Evaluation - Permanent and Probationary Employees

1. Permanent employees shall be evaluated every year. The period evaluated shall cover the employee's assigned work year.
2. Probationary employees shall be evaluated at least every three (3) months.
3. The principal and/or immediate supervisor, herein called evaluator, shall assume responsibility for the evaluation given the employees.
4. Before making a final overall needs improvement or unsatisfactory evaluation of an employee, the evaluator shall provide the employee with written suggestions for improvement. The evaluator's decision shall be documented after consultation with the employee.
5. No employee shall receive a needs improvement rating solely because he/she was hospitalized, absent on an authorized leave of absence or absent as a result of documented and verified extenuating circumstances which are beyond the employee's control.

If an employee wishes to attach a written response to a formal written evaluation, the employee shall do so within three (3) working days after receipt of the written evaluation.

6. In adopting or revising evaluation forms, no changes will be made without prior consultation and discussion with the Union. Employees shall be informed of any change in the evaluation within the first thirty (30) days of their assignment to a work site.
7. Employees shall be fully informed of the evaluation form, standards, criteria and procedures used for evaluation within the first thirty (30) days of their assignment to a work site.
8. Conference(s) with an administrator which may lead to demotion, transfer, reprimand (letter), suspension or dismissal must be in writing, stating the subject of the conference, providing at least twenty-four (24) hours notice and informing the employee that he/she is entitled to Union representation at the meeting.

9. An observation may not be relied on to support an unfavorable evaluation of the employee unless a written statement of the observation is given to the employee within three (3) school days following the observation.

ARTICLE IV OTHER FRINGE BENEFITS

A. Holiday Pay

All regular employees shall receive pay for holidays according to the school calendar as it applies to all Board employees. Holiday pay will be authorized for employees for only those holidays for which the employee is not scheduled to work and which are within the school work year. In order to be eligible for holiday pay, the employee must work the scheduled work day prior to and following the holiday, with the exception of a granted leave of absence with pay and/or paid absence due to continuing illness or death in family. July 4 will be a paid holiday for employees in summer programs and all regularly appointed fifty-two (52) week employees who are scheduled to work during the summer.

B. Jury Duty

A regular employee who is absent because he or she is performing jury duty in a state or federal court shall be paid the difference, if any, between the employee's regular salary and the remuneration he or she received as a juror.

C. Joint Committee for a Career Ladder Program

The Board and the Union shall each designate not more than three persons to constitute a joint committee whose function shall be to study, draw up and present to the Associate Superintendent for Personnel for his/her consideration, a career ladder program to advance and maintain continuity of employment for all non-certificated employees.

D. Tuition Reimbursement

The Board will encourage continued professional growth of secretarial/clerical employees by paying the tuition costs for courses taken on their own time which add to the competence of these employees in performing their Board related duties.

Upon receiving prior approval of the Board for each course, and upon receipt by the Board of a transcript verifying successful completion of the course, the employee shall be fully reimbursed for the cost of the tuition not to exceed fifteen (15) hours of credit.

ARTICLE V SALARY AND RATES OF PAY

A. Salary Schedules

The salary schedule (Attached as Appendix C-1) for 1993-96 becomes effective July 1, 1993.

All eligible employees who are not at the maximum and who have satisfactory service for the previous year are to receive a one step increase, if approved by the Board.

Employees who are promoted to a higher classification during the year are to be placed at the minimum of the range, or they may receive a total salary which includes the previous year's salary, plus one step for the promotion, whichever is higher.

B. Pay Schedule for 1993-1994

See Appendix C-2

ARTICLE VI SUMMER SCHOOL ASSIGNMENTS

1. The Board shall notify all employees of summer school openings on personnel bulletin boards located throughout the district on or about May 1 of each year.
2. All applications for summer school employment shall be returned to the Associate Superintendent for Personnel within ten (10) days after notification of openings.
3. Associate superintendents shall use the following criteria in filling summer school positions:
 - a. A rating of satisfactory or better
 - b. Prior summer school experience
 - c. Length of service as a secretarial/clerical employee in the St. Louis School System.
4. Secretarial/clerical employees will not be assigned to summer school for more than two consecutive summers, provided qualified applicants are available and further provided, that the summer school openings are not restricted to secretarial/clerical employees in a specially funded program.
5. If it becomes necessary to reduce positions after applicants have been chosen, system-wide seniority will govern.
6. All successful applicants will be notified of their assignments as soon as possible but before the end of school.

7. The Board will furnish to the Union by July 30 of each year one complete list of all employees in summer positions. The list will be in alphabetical order by last name and will show the employee's address.
8. While the administration recognizes the summer school policy of working two (2) consecutive summers and seniority, the superintendent reserves the right to appoint staff to summer school positions when experience and other skills and abilities warrant it.

ARTICLE VII FEDERAL FUNDING

Employees in federally funded programs must meet the same requirements expected of all employees unless there are special requirements contained in the federal program. They have the same rights and benefits as are enjoyed by employees in locally funded programs unless modified by the terms of employment established for the federal program.

ARTICLE VIII DISCIPLINE AND DISCHARGE

No employee shall be reprimanded except for just cause. A copy of any written reprimand will be given to the employee.

No employee shall be reduced in rank or compensation, discharged or otherwise separated from employment, except for just cause as that term is defined in Section 168.251 through 168.291, (R.S.MO. 1969) for non-certificated employees.

**ST. LOUIS PUBLIC SCHOOLS
SECRETARIAL/CLERICAL SALARY SCHEDULE
1993-94 THRU 1995-96**

Position:

Clerk Typist I - 10 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$12,964 |
| | | STEP A | \$12,964 | STEP B | 13,353 |
| STEP A | \$12,964 | STEP B | 13,353 | STEP C | 13,774 |
| STEP B | 13,483 | STEP C | 13,908 | STEP D | 14,367 |
| STEP C | 14,172 | STEP D | 14,640 | STEP E | 15,152 |
| STEP D | 14,611 | STEP E | 15,122 | STEP F | 15,727 |
| STEP E | 15,085 | STEP F | 15,688 | STEP L | 17,502 |
| STEP F | 15,632 | STEP L | 17,329 | | |
| STEP L | 17,157 | | | | |

Position:

Clerk Typist I - 10.5 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$13,612 |
| | | STEP A | \$13,612 | STEP B | 14,020 |
| STEP A | \$13,612 | STEP B | 14,020 | STEP C | 14,462 |
| STEP B | 14,156 | STEP C | 14,602 | STEP D | 15,084 |
| STEP C | 14,881 | STEP D | 15,372 | STEP E | 15,910 |
| STEP D | 15,343 | STEP E | 15,880 | STEP F | 16,515 |
| STEP E | 15,839 | STEP F | 16,473 | STEP L | 18,377 |
| STEP F | 16,414 | STEP L | 18,195 | | |
| STEP L | 18,015 | | | | |

0011 Clerk Typist I

11 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|--------|--------|----------|
| | | | | STEP A | \$15,557 |
| | | | | STEP B | 16,023 |
| STEP A | \$15,557 | STEP B | 16,023 | STEP C | 16,528 |
| STEP B | \$16,179 | STEP C | 16,688 | STEP D | 17,239 |
| STEP C | \$17,006 | STEP D | 17,567 | STEP E | 18,182 |
| STEP D | \$17,534 | STEP E | 18,148 | STEP F | 18,873 |
| STEP E | \$18,102 | STEP F | 18,826 | STEP L | 21,003 |
| STEP F | \$18,759 | STEP L | 20,795 | | |
| STEP L | \$20,589 | | | | |

Position:

Clerk Typist I - 12 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|--------|--------|----------|
| | | | | STEP A | \$16,853 |
| | | | | STEP B | 17,359 |
| STEP A | \$16,853 | STEP B | 17,359 | STEP C | 17,905 |
| STEP B | 17,527 | STEP C | 18,079 | STEP D | 18,676 |
| STEP C | 18,423 | STEP D | 19,031 | STEP E | 19,697 |
| STEP D | 18,995 | STEP E | 19,660 | STEP F | 20,446 |
| STEP E | 19,610 | STEP F | 20,394 | STEP L | 22,753 |
| STEP F | 20,322 | STEP L | 22,528 | | |
| STEP L | 22,305 | | | | |

Position:

Clerk Typist II - 10 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$13,646 |
| | | STEP A | \$13,646 | STEP B | 14,055 |
| STEP A | \$13,646 | STEP B | 14,055 | STEP C | 14,498 |
| STEP B | 14,192 | STEP C | 14,639 | STEP D | 15,122 |
| STEP C | 14,853 | STEP D | 15,343 | STEP E | 15,880 |
| STEP D | 15,935 | STEP E | 16,493 | STEP F | 17,152 |
| STEP E | 16,195 | STEP F | 16,843 | STEP L | 19,141 |
| STEP F | 17,086 | STEP L | 18,952 | | |
| STEP L | 18,764 | | | | |

Position:

Clerk Typist II - 10.5 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$14,328 |
| | | STEP A | \$14,328 | STEP B | 14,758 |
| STEP A | \$14,328 | STEP B | 14,758 | STEP C | 15,223 |
| STEP B | 14,901 | STEP C | 15,370 | STEP D | 15,878 |
| STEP C | 15,595 | STEP D | 16,110 | STEP E | 16,673 |
| STEP D | 16,732 | STEP E | 17,318 | STEP F | 18,010 |
| STEP E | 17,005 | STEP F | 17,685 | STEP L | 20,099 |
| STEP F | 17,940 | STEP L | 19,900 | | |
| STEP L | 19,703 | | | | |

Position:

Clerk Typist II - 11 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$15,010 |
| | | STEP A | \$15,010 | STEP B | 15,460 |
| STEP A | \$15,010 | STEP B | 15,460 | STEP C | 15,947 |
| STEP B | 15,610 | STEP C | 16,102 | STEP D | 16,633 |
| STEP C | 16,338 | STEP D | 16,877 | STEP E | 17,468 |
| STEP D | 17,529 | STEP E | 18,143 | STEP F | 18,868 |
| STEP E | 17,815 | STEP F | 18,528 | STEP L | 21,056 |
| STEP F | 18,795 | STEP L | 20,847 | | |
| STEP L | 20,641 | | | | |

Position:

Clerk Typist II - 12 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$17,740 |
| | | STEP A | \$17,740 | STEP B | 18,272 |
| STEP A | \$17,740 | STEP B | 18,272 | STEP C | 18,848 |
| STEP B | 18,450 | STEP C | 19,031 | STEP D | 19,659 |
| STEP C | 19,308 | STEP D | 19,945 | STEP E | 20,643 |
| STEP D | 20,715 | STEP E | 21,440 | STEP F | 22,298 |
| STEP E | 21,054 | STEP F | 21,896 | STEP L | 24,884 |
| STEP F | 22,212 | STEP L | 24,638 | | |
| STEP L | 24,394 | | | | |

Position:

Clerk Typist III - 12 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$22,000 |
| | | STEP A | \$22,000 | STEP B | 22,660 |
| STEP A | \$22,000 | STEP B | 22,660 | STEP C | 23,374 |
| STEP B | 22,880 | STEP C | 23,601 | STEP D | 24,380 |
| STEP C | 23,558 | STEP D | 24,335 | STEP E | 25,187 |
| STEP D | 24,383 | STEP E | 25,236 | STEP L | 27,814 |
| STEP E | 25,257 | STEP L | 27,539 | | |
| STEP L | 27,266 | | | | |

Position:

Elementary/Middle School Secretary - 11 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$14,642 |
| | | STEP A | \$14,642 | STEP B | 15,081 |
| STEP A | \$14,642 | STEP B | 15,081 | STEP C | 15,556 |
| STEP B | 15,228 | STEP C | 15,708 | STEP D | 16,226 |
| STEP C | 15,970 | STEP D | 16,497 | STEP E | 17,074 |
| STEP D | 17,242 | STEP E | 17,845 | STEP F | 18,559 |
| STEP E | 17,821 | STEP F | 18,534 | STEP L | 20,850 |
| STEP F | 18,483 | STEP L | 20,643 | | |
| STEP L | 20,439 | | | | |

Position:

Secretary I - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$17,125 |
| | | STEP A | \$17,125 | STEP B | 17,639 |
| STEP A | \$17,125 | STEP B | 17,639 | STEP C | 18,194 |
| STEP B | 17,810 | STEP C | 18,371 | STEP D | 18,977 |
| STEP C | 18,695 | STEP D | 19,312 | STEP E | 19,988 |
| STEP D | 20,111 | STEP E | 20,815 | STEP F | 21,647 |
| STEP E | 20,786 | STEP F | 21,617 | STEP L | 24,251 |
| STEP F | 21,550 | STEP L | 24,011 | | |
| STEP L | 23,773 | | | | |

Position:

Secretary II - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$19,044 |
| | | STEP A | \$19,044 | STEP B | 19,615 |
| STEP A | \$19,044 | STEP B | 19,615 | STEP C | 20,233 |
| STEP B | 19,806 | STEP C | 20,430 | STEP D | 21,104 |
| STEP C | 20,609 | STEP D | 21,289 | STEP E | 22,034 |
| STEP D | 21,962 | STEP E | 22,731 | STEP F | 23,640 |
| STEP E | 22,692 | STEP F | 23,600 | STEP L | 26,473 |
| STEP F | 23,596 | STEP L | 26,211 | | |
| STEP L | 25,951 | | | | |

Position:

Secretary III - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$23,753 |
| | | STEP A | \$23,753 | STEP B | 24,466 |
| STEP A | \$23,753 | STEP B | 24,466 | STEP C | 25,236 |
| STEP B | 24,703 | STEP C | 25,481 | STEP D | 26,322 |
| STEP C | 25,638 | STEP D | 26,484 | STEP E | 29,367 |
| STEP D | 26,610 | STEP E | 29,076 | | |
| STEP E | 28,788 | | | | |

Position:

System Control Clerk - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$18,921 |
| | | STEP A | \$18,921 | STEP B | 19,489 |
| STEP A | \$18,921 | STEP B | 19,489 | STEP C | 20,103 |
| STEP B | 19,678 | STEP C | 20,298 | STEP D | 20,968 |
| STEP C | 20,486 | STEP D | 21,162 | STEP E | 21,903 |
| STEP D | 21,879 | STEP E | 22,645 | STEP F | 23,551 |
| STEP E | 22,571 | STEP F | 23,474 | STEP L | 25,524 |
| STEP F | 23,471 | STEP L | 25,271 | | |
| STEP L | 25,021 | | | | |

Position:

System Control Clerk I - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$19,709 |
| | | STEP A | \$19,709 | STEP B | 20,300 |
| STEP A | \$19,709 | STEP B | 20,300 | STEP C | 20,940 |
| STEP B | 20,497 | STEP C | 21,143 | STEP D | 21,840 |
| STEP C | 21,273 | STEP D | 21,975 | STEP E | 22,744 |
| STEP D | 22,760 | STEP E | 23,557 | STEP F | 24,499 |
| STEP E | 23,496 | STEP F | 24,436 | STEP L | 26,481 |
| STEP F | 24,333 | STEP L | 26,219 | | |
| STEP L | 25,959 | | | | |

Position:

Word Proc./CRT Operator - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$19,037 |
| | | STEP A | \$19,037 | STEP B | 19,608 |
| STEP A | \$19,037 | STEP B | 19,608 | STEP C | 20,226 |
| STEP B | 19,798 | STEP C | 20,422 | STEP D | 21,096 |
| STEP C | 20,602 | STEP D | 21,282 | STEP E | 22,027 |
| STEP D | 22,101 | STEP E | 22,875 | STEP F | 23,790 |
| STEP E | 22,804 | STEP F | 23,716 | STEP L | 25,752 |
| STEP F | 23,577 | STEP L | 25,497 | | |
| STEP L | 25,245 | | | | |

Position:

Clerk I - 12 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$15,639 |
| | | STEP A | \$15,639 | STEP B | 16,108 |
| STEP A | \$15,639 | STEP B | 16,108 | STEP C | 16,616 |
| STEP B | 16,265 | STEP C | 16,777 | STEP D | 17,331 |
| STEP C | 17,213 | STEP D | 17,781 | STEP E | 18,403 |
| STEP D | 18,448 | STEP E | 19,094 | STEP F | 19,857 |
| STEP E | 19,048 | STEP F | 19,810 | STEP L | 22,057 |
| STEP F | 19,731 | STEP L | 21,838 | | |
| STEP L | 21,622 | | | | |

Position:

Clerk II - 12 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$16,644 |
| | | STEP A | \$16,644 | STEP B | 17,143 |
| STEP A | \$16,644 | STEP B | 17,143 | STEP C | 17,683 |
| STEP B | 17,310 | STEP C | 17,855 | STEP D | 18,444 |
| STEP C | 18,216 | STEP D | 18,817 | STEP E | 19,476 |
| STEP D | 19,501 | STEP E | 20,184 | STEP F | 20,991 |
| STEP E | 20,149 | STEP F | 20,955 | STEP L | 23,346 |
| STEP F | 20,859 | STEP L | 23,115 | | |
| STEP L | 22,886 | | | | |

Position:

Clerk III - 12 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$20,983 |
| | | STEP A | \$20,983 | STEP B | 21,612 |
| STEP A | \$20,983 | STEP B | 21,612 | STEP C | 22,293 |
| STEP B | 21,822 | STEP C | 22,509 | STEP D | 23,252 |
| STEP C | 22,544 | STEP D | 23,288 | STEP E | 24,103 |
| STEP D | 23,991 | STEP E | 24,831 | STEP F | 25,824 |
| STEP E | 24,822 | STEP F | 25,815 | STEP L | 29,026 |
| STEP F | 25,760 | STEP L | 28,739 | | |
| STEP L | 28,454 | | | | |

Position:

Radio Dispatcher

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$20,377 |
| | | STEP A | \$20,377 | STEP B | 20,988 |
| STEP A | \$20,377 | STEP B | 20,988 | STEP C | 21,649 |
| STEP B | 21,192 | STEP C | 21,860 | STEP D | 22,581 |
| STEP C | 21,939 | STEP D | 22,663 | STEP E | 23,456 |
| STEP D | 23,279 | STEP E | 24,094 | STEP F | 25,058 |
| STEP E | 24,040 | STEP F | 25,002 | STEP L | 27,223 |
| STEP F | 24,949 | STEP L | 26,954 | | |
| STEP L | 26,687 | | | | |

Position:

Switchboard Operator - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$16,644 |
| | | STEP A | \$16,644 | STEP B | 17,143 |
| STEP A | \$16,644 | STEP B | 17,143 | STEP C | 17,683 |
| STEP B | 17,310 | STEP C | 17,855 | STEP D | 18,444 |
| STEP C | 18,216 | STEP D | 18,817 | STEP E | 19,476 |
| STEP D | 19,501 | STEP E | 20,184 | STEP F | 20,991 |
| STEP E | 20,149 | STEP F | 20,955 | STEP L | 23,346 |
| STEP F | 20,859 | STEP L | 23,115 | | |
| STEP L | 22,886 | | | | |

Position:

Office Mail/Equipment Operator I - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$16,644 |
| | | STEP A | \$16,644 | STEP B | 17,143 |
| STEP A | \$16,644 | STEP B | 17,143 | STEP C | 17,683 |
| STEP B | 17,310 | STEP C | 17,855 | STEP D | 18,444 |
| STEP C | 18,216 | STEP D | 18,817 | STEP E | 19,476 |
| STEP D | 19,501 | STEP E | 20,184 | STEP F | 20,991 |
| STEP E | 20,149 | STEP F | 20,955 | STEP L | 23,346 |
| STEP F | 20,859 | STEP L | 23,115 | | |
| STEP L | 22,886 | | | | |

Position:

Office Mail/Equipment Operator II - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$17,740 |
| | | STEP A | \$17,740 | STEP B | 18,272 |
| STEP A | \$17,740 | STEP B | 18,272 | STEP C | 18,848 |
| STEP B | 18,450 | STEP C | 19,031 | STEP D | 19,659 |
| STEP C | 19,308 | STEP D | 19,945 | STEP E | 20,643 |
| STEP D | 20,715 | STEP E | 21,440 | STEP F | 22,298 |
| STEP E | 21,054 | STEP F | 21,896 | STEP L | 24,884 |
| STEP F | 22,212 | STEP L | 24,638 | | |
| STEP L | 24,394 | | | | |

Position:

Clerk Assistant - 10 month

| 93/94 | | 94/95 | | 95/96 | |
|--------|---------|--------|---------|--------|---------|
| | | | | STEP A | \$9,116 |
| | | STEP A | \$9,116 | STEP B | 9,389 |
| STEP A | \$9,116 | STEP B | 9,389 | STEP C | 9,685 |
| STEP B | 9,481 | STEP C | 9,780 | STEP D | 10,102 |
| STEP C | 10,334 | STEP D | 10,675 | STEP E | 11,049 |
| STEP D | 11,268 | STEP E | 11,662 | STEP F | 12,129 |
| STEP E | 11,538 | STEP F | 12,000 | STEP L | 13,519 |
| STEP F | 11,919 | STEP L | 13,386 | | |
| STEP L | 13,253 | | | | |

Appendix C-2

1993-1994 Pay Schedule

12 Month Employees

| Pay Period | Days Paid | Date Paid |
|---------------------------|-----------|-----------|
| 07/01/93 through 07/09/93 | 7 | 07/16/93* |
| 07/12/93 through 07/23/93 | 10 | 07/30/93 |
| 07/26/93 through 08/06/93 | 10 | 08/13/93 |
| 08/09/93 through 08/20/93 | 10 | 08/27/93 |
| 08/23/93 through 09/03/93 | 10 | 09/10/93 |
| 09/06/93 through 09/17/93 | 10 | 09/24/93 |
| 09/20/93 through 10/01/93 | 10 | 10/08/93 |
| 10/04/93 through 10/15/93 | 10 | 10/22/93 |
| 10/18/93 through 10/29/93 | 10 | 11/05/93 |
| 11/01/93 through 11/12/93 | 10 | 11/19/93 |
| 11/15/93 through 11/26/93 | 10 | 12/03/93 |
| 11/29/93 through 12/10/93 | 10 | 12/17/93 |
| 12/13/93 through 12/24/93 | 10 | 12/30/93 |
| 12/27/93 through 01/07/94 | 10 | 01/14/94 |
| 01/10/94 through 01/21/94 | 10 | 01/28/94 |
| 01/24/94 through 02/04/94 | 10 | 02/11/94 |
| 02/07/94 through 02/18/94 | 10 | 02/25/94 |
| 02/21/94 through 03/04/94 | 10 | 03/11/94 |
| 03/07/94 through 03/18/94 | 10 | 03/25/94 |
| 03/21/94 through 04/01/94 | 10 | 04/08/94 |
| 04/04/94 through 04/15/94 | 10 | 04/22/94 |
| 04/18/94 through 04/29/94 | 10 | 05/06/94 |
| 05/02/94 through 05/13/94 | 10 | 05/20/94 |
| 05/16/94 through 05/27/94 | 10 | 06/03/94 |
| 05/30/94 through 06/10/94 | 10 | 06/17/94 |
| 06/13/94 through 06/17/94 | 5 | 06/24/94* |
| 06/20/94 through 06/30/94 | 8-9 | 07/05/94* |

* We shall make 24 voluntary payroll deductions for all 12 month employees. We shall not make voluntary deductions on the following dates: July 16, 1993; June 24, 1994 and July 5, 1994.

SECTION D

PROVISIONS RELATING

TO

PARAPROFESSIONAL EMPLOYEES ONLY

(SEE ALSO BASIC PROVISIONS)

PARAPROFESSIONALS

ARTICLE I RECOGNITION

The Board recognizes that the Union has been designated as the exclusive bargaining representative for the following non-certificated personnel of the St. Louis School System.

| | |
|--|---|
| Attendance Aide | Offset Press Operator II |
| Audiovisual Aide | Photo Lab Technician |
| Audiovisual Technician | Photographer |
| Book-Clerk Treasurer | Program Aide |
| Child Care Attendant | Security Officer I |
| Library Aide | Security Officer II |
| Librarian, Shipping & Receiving Clerk | Sub Teacher Assistant |
| Media Specialist Assistant | Teacher Aide |
| Offset Operator I | Teacher Assistant (formerly Teacher Aide II) |

The term "employee" when used in Section D of the policy statement means a person within any of the foregoing classifications.

ARTICLE II EMPLOYMENT CONDITIONS

A. School/Work Day

1. Employees are normally expected to arrive fifteen (15) minutes prior to their work assignment with the exception of twelve (12) month employees.
2. All employees are normally expected to remain at their work site except in emergency situations; in which case, they are to notify the principal and/or immediate supervisor. Employees assigned to more than one location in a day shall be allowed reasonable travel time between assignments. This travel time shall be in addition to their duty-free lunch period.
3. Each employee shall have an uninterrupted duty-free lunch period of at least thirty (30) minutes. If employees leave the grounds during this thirty (30) minute duty-free lunch period, they shall report said absence to the principal/supervisor or his/her designee before leaving the building and upon returning to the building. There shall be strict adherence to arriving back on time for an assigned duty.
4. The sign-in sheet shall be placed in a convenient location and shall be kept in that location for one-half hour after the employee's scheduled arrival time. The sign-in sheet shall be returned to that location one-half hour before employee's departure time.

5. The district will attempt to rotate overtime assignments on the basis of experience and qualifications needed to perform a particular assignment. Overtime assignment records will be reviewed quarterly by the appropriate associate superintendent and efforts will be made to distribute overtime as fairly and equitably as is possible.

B. Relief Breaks

Employees who work eight (8) hours per day may be granted two (2) fifteen (15) minute relief breaks during their scheduled work day. Half-time employees will be entitled to one relief break. Such relief breaks shall be taken at the discretion of the employee but must have the approval of the immediate supervisor.

C. In-Service Training

The Board shall provide employees with appropriate in-service training on a continuing and regular basis to introduce new skills and techniques. Such in-service training shall be advertised in the Agenda for Action. Employees are encouraged to suggest appropriate topics for in-service training to be submitted to the Division of Staff Development.

D. Duties and Assignments

All regular duties and emergency assignments at a given location are to be assigned in accordance with each employee's job description. The duties and assignments will be made on a fair and equitable basis.

E. Vacancies

If there is an opening in any school or other location, non-certificated employees may apply for a transfer to that school or other location. The Department of Personnel Services shall announce on personnel bulletin boards located throughout the district potential openings for the next school year during the spring semester.

ARTICLE III EVALUATION

A. Evaluation-Permanent and Probationary Employees

1. Permanent employees shall be evaluated every year. The period evaluated shall cover the employee's assigned work year.
2. Probationary employees shall be evaluated at least every three (3) months.

3. The principal and/or immediate supervisor, herein called evaluator, shall assume responsibility for the evaluation given the employees.
4. Employees shall be fully informed of the evaluation form, standards to be used by the principal/immediate supervisor, criteria and procedure for evaluation purposes within the first thirty (30) days of their assignment to a given work location.
5. Before making a final overall needs improvement or unsatisfactory evaluation of an employee, the evaluator shall provide the employee with written suggestions for improvement. The evaluator's decision shall be documented after consultation with the employee.
6. No employee shall receive a needs improvement rating solely because he/she was hospitalized, absent on an authorized leave of absence or absent as a result of documented and certified extenuating circumstances which are beyond the employee's control.

If an employee wishes to attach a written response to a formal written evaluation, the employee shall do so within three (3) working days after receipt of the written evaluation.

7. In adopting or revising evaluation forms, no changes shall be made without prior consultation and discussion with the Union.

B. Standards and Criteria

1. Conference(s) with an administrator which may lead to demotion, transfer, reprimand (letter), suspension or dismissal must be in writing, stating the subject of the conference, providing at least twenty-four (24) hours notice, and informing the employee that he/she is entitled to Union representation at the meeting.
2. An observation may not be relied on to support an unfavorable evaluation of the employee unless a written statement of the observation is given to the employee within three (3) school days following the observation.

ARTICLE IV TEACHER AIDES AND ASSISTANTS

- A. If the qualifications of a teacher aide or assistant, including any performance with the Board, are equal to those of new applicants, the teacher aide or assistant will be given preferential consideration for an open teaching position. When two (2) or more teacher aides or assistants are to be

considered and their qualifications are equal, they will be given preference in the order of their length of service with the Board. In making a selection under the foregoing, if the Board should appoint a new applicant over a teacher aide or assistant, or deviate from seniority among eligible teacher aides or assistants, the Board shall be prepared to come forward with a valid reason thereof.

- B. Teacher aides and assistants shall not be required to perform duties which are the responsibility of the custodian.
- C. Teacher assistants shall not be assigned office clerical duties on a regular and/or continuing basis. They may be assigned these duties under emergency conditions only.
- D. Summer School Assignment for Teacher Aides and Assistants
 - 1. The Board shall notify all teacher aides and assistants of summer school openings on personnel bulletin boards located throughout the district on or about May 1 of each year.
 - 2. All applications for summer school employment shall be returned to the Associate Superintendent for Personnel within ten (10) days after notification of openings.
 - 3. The following criteria shall be used by the associate superintendents in filling summer school positions:
 - a. A rating of satisfactory or better
 - b. Prior summer school experience
 - c. Length of service as a teacher aide or assistant in the St. Louis School System.
 - 4. Teacher aides and assistants will not be assigned to summer school for more than two (2) consecutive summers, provided qualified applicants are available and further, provided that the summer school openings are not restricted to teacher assistants in a specially funded program.
 - 5. If it becomes necessary to reduce positions after applicants have been chosen, system-wide seniority will govern.
 - 6. All successful applicants will be notified of their assignments as soon as possible, but before the end of school.
 - 7. The regular hourly rate of pay for summer school teacher aides and assistants shall be the same as for the regular school year.

8. The Board will furnish to the Union by July 30 of each year, one complete list of all employees in summer school positions. The list will be in alphabetical order by last name and will show the employee's address.
 9. While the administration recognizes the summer school policy of working two (2) consecutive summers and seniority, the superintendent reserves the right to appoint staff to summer school positions when experience and other skills and abilities warrant it.
- E. Subject to the Staff Balance Policy Statement of the St. Louis Board of Education dated July 10, 1983, when there is to be a reduction of the teacher aide and assistant staff at a school, permanent teacher aides and assistants have the right to remain in preference to probationary teacher aides and assistants and probationary teacher aides and assistants in preference to substitutes. Among teacher aides and assistants of equal rank, the employee with the least system-wide seniority shall be transferred, except:
1. When the transfer is made to achieve staff balance as provided for above; or
 2. Where a teacher aide or assistant performs certain functions of overriding importance other than classroom activities; or
 3. Where a teacher aide or assistant is responsible for certain special programs or has particular qualification overriding of importance that are needed somewhere.
- F. Should a determination be made on or before the last day that school offices are open or before the first day of the school year that a reduction of teacher aide and/or assistant staff is not necessary, the transferred teacher assistant or teacher aide shall be offered the opportunity to return to his/her original facility and assignment, if applicable. Such transfers shall be in compliance with court-ordered racial balance of staff.
- G. Substitution (Teacher Assistants)
1. The principal and/or immediate supervisor shall assign teacher assistants to serve as substitutes in emergency situations when the regular classroom teacher is absent and there are no certificated substitutes available.
 2. The principal and/or immediate supervisor shall report the assignment of teacher assistants for substitute duty on the Board approved overtime payroll form and forward it to the payroll supervisor.

3. Teacher assistants who are authorized to substitute shall be compensated for one hour only in addition to their daily rate of pay and at the same hourly rate of pay as a teacher who substitutes on an unassigned period.
4. Substitution assignment of a teacher assistant shall be done on a fair and equitable basis.

ARTICLE V BOOK-CLERK TREASURERS

- A. Book-clerk treasurers shall set up schedules for the receipt and distribution of textbooks, supplies and the collecting of monies. After approval of these schedules by the principal, they shall be distributed to the staff.
- B. Security shall be provided for the book-clerk treasurer while handling monies and depositing monies in the bank.
 1. In those locations where it is possible, a special parking space shall be provided for the book-clerk treasurer as close to the entrance to his/her office as possible.
 2. A security officer shall be provided for the book-clerk treasurer while handling, transferring and depositing monies in the bank.
 3. In those schools where the principal recommends, monies handled by the book-clerk treasurer for bank deposits shall be forwarded to the bank with the lunchroom monies, provided a school bank account is established at the authorized bank.
 4. Book-clerk treasurers shall report immediately to the principal any danger to personal safety which is imposed by handling of monies en route to the bank. The grievance procedure may be followed when procedures cannot be agreed upon by the book-clerk treasurer and the principal.
- C. No books, supplies or materials shall be removed from the supply room without the consent of the book-clerk treasurer unless authorized by the principal. When items are removed, the principal shall notify the book-clerk treasurer in writing of the actions taken.
- D. When available and upon request of the principal, the roving book-clerk treasurer shall be assigned to substitute for a book-clerk treasurer who is absent.
- E. Student helpers shall be assigned to work with and under the supervision of the book-clerk treasurer.

1. Such student helpers shall be selected by the principal in consultation with the book-clerk treasurer.
 2. Student helpers shall be assigned for up to ninety (90) hours at the beginning of the school year and up to ninety (90) hours at the end of the school year.
 3. Additional student help may be provided to the book-clerk treasurer during the school year from the school's total budget allocation for student help.
- F. Appropriate in-service programs shall be scheduled for book-clerk treasurers.

ARTICLE VI SECURITY OFFICERS

- A. Principals and/or their designees shall meet with the security officers to keep them informed of discipline problems and other security problems. Security officers shall be notified of emergency problems as soon as practicable. Principals or their designees may meet during the first month of the school year with the site security officer(s), Union building representative and the TEAC chairperson to review anticipated security needs and discipline problems for the coming year.
- B. Principals shall inform all security officers of students who are not to be on the school premises until further notice.
- C. Security officers shall be supplied with the equipment approved by the Board. Security officers are not authorized to carry fire arms unless specifically approved by the superintendent of schools.
- D. Security officers shall be entitled to benefits under the Workers' Compensation Act for job related injuries.
- E. Absence due to job related injuries under the Workers' Compensation Act shall not be deducted from the sick leave bank to the maximum days allowed for the employee.
- F. Security officers shall be released from duty with salary when it is necessary for them to appear in court concerning school related incidents which occurred while the security officer was performing his/her duties.
- G. Security officers shall annually, upon renewal of their license, provide the Department of Personnel Services a copy of the license. Failure to do so may be grounds for suspension without pay or dismissal.

The suspension or revocation of the license by the St. Louis Metropolitan Board of Police Commissioners may be grounds for

suspension without pay or dismissal.

- H. The district shall provide permanent security type badges and photo ID's to all security officers.
- I. The district shall provide in-service training opportunities for security officers specifically relating to identifying and dealing with disruptive students, students with special needs, and training on crowd control and self-defense.

ARTICLE VII SALARY AND RATES OF PAY

A. Salary Schedules

The salary schedule (attached as Appendix D-1) for 1993-96 becomes effective July 1, 1993.

All eligible employees who are not at the maximum and who have satisfactory service for the previous year are to receive a one step increase, if approved by the Board.

Employees who are promoted to a higher classification during the year are to be placed at the minimum of the range or they may receive a total salary which includes the previous year's salary plus one step for the promotion, whichever is higher.

B. Extra Duty Pay

Employees participating in authorized extra duty activities shall be compensated at rates authorized by the Board (Attached as Appendix D-1). This provision is not applicable to employees paid overtime at the hourly rate of time and one-half.

C. Overtime

1. Employees shall be assigned to overtime when there are no qualified volunteers.
2. When an employee is authorized to work and does work beyond the required forty (40) hours per week, the Board shall pay the employee for all overtime worked at the rate of one and one-half times the employee's normal hourly rate.
3. Records shall be kept by the immediate supervisor. A copy may be obtained by the employee upon request.
4. The district will attempt to rotate overtime assignments on the basis of experience and qualifications needed to perform a particular assignment. Overtime assignment records will be reviewed quarterly by the appropriate

associate superintendent and efforts will be made to distribute overtime as fairly and equitably as is possible.

D. Pay Schedule 1993-1994

(See Appendix B-1 and C-2)

ARTICLE VIII OTHER FRINGE BENEFITS

A. Holiday

All regular employees shall receive pay for holidays according to the school calendar as it applies to all Board employees. Holiday pay will be authorized for employees for only those holidays for which the employee is not scheduled to work and which are within the school work year. In order to be eligible for holiday pay, the employee must work the scheduled work day prior to and following the holiday with exception of a granted leave of absence with pay and/or paid absence due to continuing illness or death in family. July 4 will be a paid holiday for employees in summer programs and all regularly appointed twelve (12) month employees who are scheduled to work during the summer.

B. Jury Duty

A regular employee who is absent because he/she is performing jury duty in a state or federal court shall be paid the difference, if any, between the employee's regular salary and the remuneration he or she receives as a juror.

C. Joint Committee for a Career Ladder Program

The Board and the Union shall each designate not more than three (3) persons to constitute a joint committee whose function it shall be to study, draw up and present to the Associate Superintendent for Personnel for his/her consideration a career ladder program to advance and maintain continuity of employment for all non-certificated employees.

D. Tuition Reimbursement

The Board will encourage continued professional growth of paraprofessional employees by paying the tuition costs for courses taken on their own time which add to the competence of these employees in performing their Board related duties.

Upon receiving prior approval of the Board for each course and upon receipt by the Board of a transcript verifying successful completion of the course, the employee shall be fully reimbursed for the cost of the tuition not to exceed fifteen (15)

hours of credit.

ARTICLE IX DISCIPLINE AND DISCHARGE

No employee shall be reprimanded except for just cause. A copy of any written reprimand will be given to the employee.

No employee shall be reduced in rank or compensation, discharged or otherwise separated from employment except for just cause as that term is defined in Section 168.251 through 168.291, (R.S.MO 1969)

ARTICLE X FEDERAL FUNDING

Employees in federally funded programs must meet the same requirements expected of all employees unless there are special requirements contained in the federal program. They have the same rights and benefits as are enjoyed by employees in locally funded programs, unless modified by the terms of employment established for the federal program.

**ST. LOUIS PUBLIC SCHOOLS
PARAPROFESSIONAL SALARY SCHEDULE
1993-94 THRU 1995-96**

Position: Audio Visual Technican - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$19,787 |
| | | STEP A | \$19,787 | STEP B | 20,381 |
| STEP A | \$19,787 | STEP B | 20,381 | STEP C | 21,043 |
| STEP B | 20,578 | STEP C | 21,247 | STEP D | 22,044 |
| STEP C | 21,362 | STEP D | 22,163 | STEP E | 24,513 |
| STEP D | 22,231 | STEP E | 24,270 | | |
| STEP E | 24,030 | | | | |

Position: Book Clerk Treasurer

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP C | \$21,598 |
| | | STEP C | \$21,598 | STEP D | 22,246 |
| STEP C | \$21,598 | STEP D | 22,246 | STEP E | 22,969 |
| STEP D | 22,462 | STEP E | 23,192 | STEP F | 24,062 |
| STEP E | 23,221 | STEP F | 24,092 | STEP L | 27,268 |
| STEP F | 24,027 | STEP L | 26,998 | | |
| STEP L | 26,731 | | | | |

Position: Library Ship/Rec. - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$19,914 |
| | | STEP A | \$19,914 | STEP B | 20,511 |
| STEP A | \$19,914 | STEP B | 20,511 | STEP C | 21,178 |
| STEP B | 20,711 | STEP C | 21,384 | STEP D | 22,186 |
| STEP C | 21,499 | STEP D | 22,305 | STEP E | 24,670 |
| STEP D | 22,375 | STEP E | 24,426 | | |
| STEP E | 24,184 | | | | |

**ST. LOUIS PUBLIC SCHOOLS
PARAPROFESSIONAL SALARY SCHEDULE
1993-94 THRU 1995-96**

Position: Offst. Press Operator I - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|--------|--------|----------|
| | | | | STEP A | \$22,777 |
| | | | | STEP B | 23,460 |
| STEP A | \$22,777 | STEP B | 23,460 | STEP C | 24,223 |
| STEP B | 23,688 | STEP C | 24,458 | STEP D | 25,375 |
| STEP C | 24,605 | STEP D | 25,528 | STEP E | 28,280 |
| STEP D | 25,621 | STEP E | 28,000 | | |
| STEP E | 27,723 | | | | |

Position: Offst. Press Operator II - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|--------|--------|----------|
| | | | | STEP A | \$27,242 |
| | | | | STEP B | 28,059 |
| STEP A | \$27,242 | STEP B | 28,059 | STEP C | 28,971 |
| STEP B | 28,332 | STEP C | 29,253 | STEP D | 30,350 |
| STEP C | 29,446 | STEP D | 30,550 | STEP E | 33,866 |
| STEP D | 30,678 | STEP E | 33,531 | | |
| STEP E | 33,199 | | | | |

Position: Audio Visual - 10 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|--------|--------|----------|
| | | | | STEP A | \$13,340 |
| | | | | STEP B | 13,740 |
| STEP A | \$13,340 | STEP B | 13,740 | STEP C | 14,187 |
| STEP B | 13,874 | STEP C | 14,325 | STEP D | 14,862 |
| STEP C | 14,393 | STEP D | 14,933 | STEP E | 16,485 |
| STEP D | 14,969 | STEP E | 16,322 | | |
| STEP E | 16,160 | | | | |

**ST. LOUIS PUBLIC SCHOOLS
PARAPROFESSIONAL SALARY SCHEDULE
1993-94 THRU 1995-96**

Position: Child Care Attendant - 10 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$12,736 |
| | | STEP A | \$12,736 | STEP B | 13,118 |
| STEP A | \$12,736 | STEP B | 13,118 | STEP C | 13,531 |
| STEP B | 13,245 | STEP C | 13,662 | STEP D | 14,113 |
| STEP C | 13,976 | STEP D | 14,437 | STEP E | 14,943 |
| STEP D | 14,439 | STEP E | 14,944 | STEP F | 16,380 |
| STEP E | 14,929 | STEP F | 16,218 | | |
| STEP F | 16,057 | | | | |

Position: Program Aide

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$16,105 |
| | | STEP A | \$16,105 | STEP B | 16,588 |
| STEP A | \$16,105 | STEP B | 16,588 | STEP C | 17,111 |
| STEP B | 16,749 | STEP C | 17,277 | STEP D | 17,847 |
| STEP C | 17,719 | STEP D | 18,304 | STEP E | 18,944 |
| STEP D | 18,302 | STEP E | 18,943 | STEP F | 20,748 |
| STEP E | 18,918 | STEP F | 20,542 | | |
| STEP F | 20,339 | | | | |

Position: Photographer - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$23,602 |
| | | STEP A | \$23,602 | STEP B | 24,310 |
| STEP A | \$23,602 | STEP B | 24,310 | STEP C | 25,100 |
| STEP B | 24,546 | STEP C | 25,344 | STEP D | 26,294 |
| STEP C | 25,499 | STEP D | 26,455 | STEP E | 29,318 |
| STEP D | 26,554 | STEP E | 29,027 | | |
| STEP E | 28,740 | | | | |

**ST. LOUIS PUBLIC SCHOOLS
PARAPROFESSIONAL SALARY SCHEDULE
1993-94 THRU 1995-96**

Position: Security Officer I - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$18,488 |
| | | STEP A | \$18,488 | STEP B | 19,043 |
| STEP A | \$18,488 | STEP B | 19,043 | STEP C | 19,642 |
| STEP B | 19,228 | STEP C | 19,834 | STEP D | 20,488 |
| STEP C | 20,097 | STEP D | 20,760 | STEP E | 21,487 |
| STEP D | 21,175 | STEP E | 21,916 | STEP F | 22,683 |
| STEP E | 21,873 | STEP F | 22,639 | STEP L | 25,582 |
| STEP F | 22,556 | STEP L | 25,329 | | |
| STEP L | 25,078 | | | | |

Position: Security Officer II - 12 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$23,850 |
| | | STEP A | \$23,850 | STEP B | 24,566 |
| STEP A | \$23,850 | STEP B | 24,566 | STEP C | 25,339 |
| STEP B | 24,804 | STEP C | 25,585 | STEP D | 26,430 |
| STEP C | 25,446 | STEP D | 26,286 | STEP E | 27,206 |
| STEP D | 26,507 | STEP E | 27,435 | STEP F | 28,532 |
| STEP E | 27,425 | STEP F | 28,522 | STEP L | 31,993 |
| STEP F | 28,436 | STEP L | 31,677 | | |
| STEP L | 31,363 | | | | |

**ST. LOUIS PUBLIC SCHOOLS
PARAPROFESSIONAL SALARY SCHEDULE
1993-94 THRU 1995-96**

Position:

Teacher Aide - 10 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$10,322 |
| | | STEP A | \$10,322 | STEP B | 10,632 |
| STEP A | \$10,322 | STEP B | 13,419 | STEP C | 13,841 |
| STEP B | 10,931 | STEP C | 11,275 | STEP D | 11,647 |
| STEP C | 11,191 | STEP D | 11,560 | STEP E | 11,965 |
| STEP D | 11,695 | STEP E | 12,104 | STEP F | 12,588 |
| STEP E | 12,279 | STEP F | 12,770 | STEP L | 14,008 |
| STEP F | 12,955 | STEP L | 13,869 | | |
| STEP L | 13,732 | | | | |

Position:

Teacher Aide II - 10 Month

| 93/94 | | 94/95 | | 95/96 | |
|--------|----------|--------|----------|--------|----------|
| | | | | STEP A | \$12,600 |
| | | STEP A | \$12,600 | STEP B | 12,978 |
| STEP A | \$12,600 | STEP B | 12,978 | STEP C | 13,387 |
| STEP B | 13,104 | STEP C | 13,517 | STEP D | 13,963 |
| STEP C | 13,661 | STEP D | 14,112 | STEP E | 14,606 |
| STEP D | 14,276 | STEP E | 14,776 | STEP F | 15,367 |
| STEP E | 14,989 | STEP F | 15,589 | STEP L | 17,100 |
| STEP F | 15,815 | STEP L | 16,931 | | |
| STEP L | 16,763 | | | | |

INDEX

A

Abandonment of Position 37
 Administrative Notices 11
 Appendix A-1
 Circle for Relationship
 Affinity/Consanguinity 40
 Appendix A-2
 School Calendar 1993-1994
 41
 Appendix B-1
 Pay Schedule 1993-94 70
 Appendix B-2
 Teachers' Salary Schedule
 71
 Appendix B-3
 Athletic Extra Pay 73
 Appendix B-4
 Department Heads 75
 Extra Pay for Extra Duty
 75
 Non-Athletic Extra Pay 75
 Appendix B-5
 Continuing and District
 Substitutes 76
 Substitute Teacher Assist-
 ant 76
 Appendix C-1
 Secretarial/Clerical Salary
 Schedule 85
 Appendix C-2
 1993-94 Pay Schedule 94
 Appendix D-1
 Paraprofessional Salary
 Schedule 106
 appointment date 17
 Apprentice Teachers and 57
 arbitration 4-7
 arbitrator 4, 5, 7
 Art 44, 62, 63, 62
 Assault Injury 13
 Assignment to Room 48
 ASSIGNMENT, TRANSFER AND PRO-
 MOTION 18
 Assignment to Room 48
 Cancellation of Transfer
 51
 Considerations 18
 Employee-Initiated Request
 for Transfer 18

Exceptions Governing
 Transfers 50
 General Procedures 18
 Reasons for Making Trans-
 fers 18
 Reduction in Teaching Staff
 50
 Surplus of Teachers 49
 Vacancies 49
 Athletic Extra Pay 67, 73-75
 Audiovisual Equipment 56
 Automobile 16, 54, 56

B

Balanced Staff Policy 18
 Basic Provisions 1, 43, 77,
 95, 1
 BENEFIT PROVISIONS
 Dental Insurance 15
 Employee Assistance Program
 16
 Equivalent Fringe Benefits
 15
 Hazardous Working Condi-
 tions 16
 Health Insurance 14
 Health Maintenance Organi-
 zations 15
 Insurance Benefit Committee
 15
 Jury Duty 16
 Payroll Checks Delayed in
 the Mail 17
 Sick Leave Continuation 16
 Tax Sheltered Annuity 17
 Term Life Insurance 15
 Use of Automobile 16
 Vision Care Insurance 15
 Bereavement Leave 27, 28
 BOOK-CLERK TREASURERS 101

C

Cancellation of Transfer 51,
 80
 Career Ladder Program 82, 104
 Chapter I Program 65
 Child Care Leave 36

Circle for Relationship by
Affinity and Consanguinity
40

CLASS SIZE 66

Conferences, Workshops and
School Visitations 56

Continuing and District Sub-
stitutes 44, 76, 44

continuing substitute 14, 15,
44, 76

Counseling 48, 59, 60, 64,
65, 59

Curriculum Committee 55

Custodial Duties 57

D

Damage to Personal Property
14

Dental Insurance 15

Department Heads 44, 57, 68,
75

DEPARTMENT HEADS/TEAM LEADERS
68

DISCIPLINE AND DISCHARGE 69,
84, 105

DISCUSSION PROCEDURE 2

district substitute 44, 45,
76

District Wide Committees 55

Dues Deduction 8

DURATION 38

Duties and Assignments 97

E

EDUCATIONAL CONSIDERATIONS 54

Educational Leave 33

Employee Assistance Program
16

EMPLOYEE PROTECTION 12

Damage to Personal Property
14

Injury/Illness 12

Student Transportation 14

EMPLOYEE RIGHTS

Freedom to Join/Not Join
21

Health and Safety 22

Job Descriptions 22

Lounges 23

Parking Facilities 23

Personnel Files 21

Reprimand of Employees 23

Rest Rooms 23

Smoking Regulation 23

Telephones 23

EMPLOYMENT CONDITIONS

Breaks 97

Cancellation of Transfer
80

Duties and Assignments 97

Hours of Work 79

In-Service Training 97

Job Task Priorities 80

Non-Secretarial Clerical
Duties 79

Orientation 80

Other Responsibilities 80

School/Work Day 78, 96

Space and Equipment 80

Vacancies 80, 97

Workshops 80

ESCROW ACCOUNT 37

EVALUATION

non-certificated 81, 97

Probationary Teachers 53

Responsibility for Evalua-
tion 53

Revision of Evaluation

Forms 54

Standards and Criteria 53,
98

Suggestions for Improvement
53

Tenured Teachers 52

Written Response 53

Evaluation Forms 54, 81, 98

Exceptions Governing Transfers
50

Extra Duty Pay 39, 68, 75,
103

Extra Pay for Extra Duty 58,
67, 75

F

Failure to Report to Work 37

Family and Medical Leaves 32

FEDERAL FUNDING 84, 105

Federal Mediation and Concili-
ation Service 5, 38

Field Trips 56

Freedom to Join 21

Fringe Benefits 15, 82, 104,
82, 104

G

Gifted/Talented 65
GRIEVANCE PROCEDURE 3

H

Hazardous Working Conditions
16
Health and Safety 22
Health Insurance 14
Health Maintenance Organiza-
tions 15
Holiday 30, 33, 82, 104
Holiday Pay 30, 82, 104
Home Economics 60, 64, 65,
60, 64
Hours of Work 79
HUMAN RELATIONS PROGRAM 38

I

Improvement 24, 25, 53-55,
81, 98
In-Service Training 80, 97,
103
Industrial Arts 64
Information and Statistics 12
Injury/Illness 12
Instructional Material 56
Insurance Benefit Committee
15, 16
Intercom 51
interruptions 52
involuntarily transferred 18

J

Job Descriptions 22
Job Task Priorities 80
Jury Duty 16, 17, 82, 104

L

Labor/Management Meetings 11
Leave for Union Activity 8
LEAVES 24
Abandonment of Position 37
Bereavement 27

Child Care 36
Educational 33
Failure to Report to Work
37

Family and Medical 33
General 37
Military Reserve 28
Personal 32
Sabbatical 24
Sick 29

State of Emergency 28
Life Insurance 15
Lists 9
Lounges 23

M

Majority Rights 7
MANAGEMENT PREROGATIVES 3
Media Center 61, 62, 61
Meetings 2, 8, 11, 33, 45,
51, 52
Metropolitan Board of Police
Commissioners 102
Military Reserve Training 28
Music 44, 63, 64, 75, 63

N

New Teachers 57
Non-Athletic Extra Pay 67, 75
NON-DISCRIMINATION 3
Non-Secretarial Clerical Du-
ties 79

O

Orientation 80
Overtime 79, 97, 100, 103,
104

P

Paraprofessional Salary Sched-
ule 106
PARAPROFESSIONALS 96
Parent Conference Days 54
Parking Facilities 23
PAY SCHEDULE 1993-1994 69
Payroll Checks 17
Personal Leave with Salary
32, 33

personnel bulletin boards 20,
 69, 80, 83, 97, 99
 Personnel Files 7, 21
 Physical Education 44, 58,
 59, 67, 73, 74, 58
 POLICY PRACTICE 3
 policy statement 2, 3, 5,
 9-12, 15, 37, 38, 44, 78,
 96, 100
 political activities 3
 Portable School Buildings 56
 PRACTICAL NURSING 45
 PREAMBLE 2
 Probationary Teachers 49, 53,
 67
 Promotions 19
 Psychological Services 60,
 64, 60
 Pupil Personnel Services 64

R

Rank 17, 19, 49, 50, 69, 84,
 100, 105
 RECOGNITION
 certificated 44
 non-certificated 78, 96
 Reduction in Teaching Staff
 50
 RELATIONS BY OBJECTIVES PRO-
 GRAM 38
 Released Time 8, 68
 Relief Breaks 79, 97
 Reprimand of Employees 23
 Request for Transfer 18
 Required Reports 13
 Rest Rooms 23

S

Sabbatical Leave of Absence
 24, 27
 SALARY AND RATES OF PAY
 Continuing Substitutes 68
 Department Head Pay 67
 District Substitutes 68
 Extra Duty Pay 68, 103
 Non-Athletic Extra Pay 67
 Overtime 103
 Paraprofessional Salary
 Schedule 106

Pay Schedule for 1993-1994
 67
 Physical Education and
 Athletics 67
 salary schedules 103
 Secretarial/Clerical 83
 Tenured and Probationary
 Teachers 67
 SAVING CLAUSE 38
 School Calendar 1993-1994 41
 SCHOOL DAY 65
 School Social Workers 44, 60,
 64, 60
 School Supplies Fund 52
 SCHOOL YEAR 38
 School/Work Day 78, 96
 SECRETARIAL/CLERICAL EMPLOYEES
 78
 Secretarial/Clerical Salary
 Schedule 85
 SECURITY OFFICERS 102
 SENIORITY AND TRANSFERS 17
 Sick Leave 8, 16, 27, 29-32,
 102
 Sick Leave Continuation 16
 sign-in sheet 66, 96
 Smoking Regulation 23
 Snow and Ice Removal 22
 Space and Equipment 80
 SPECIAL AREAS, EDUCATIONAL
 CONSIDERATIONS 58
 Special Education 44, 58, 59,
 65, 58
 SPECIAL SALARY AND BENEFIT
 PROVISIONS 14
 Specialists 52, 62
 Speech and Language Therapy
 61
 Staff Balance Policy 44, 100
 STUDENT DISCIPLINE POLICIES
 46
 student helpers 101, 102
 Student Permissive Transfers
 58
 Student Transfers 57
 Student Transportation 14
 Substitute Teacher Assistants
 76
 Substitution (Teacher Assist-
 ants) 100

Summer School Assignment for
Teacher Aides and Assist-
ants 99

SUMMER SCHOOL ASSIGNMENTS
Certificated 69
Secretarial/clerical 83
Surplus of Teachers 49
system-wide seniority 17, 19,
20, 50, 69, 83, 99, 100

T

Tax Sheltered Annuity 17
TIC 11, 102
TEACHER AIDES AND ASSISTANTS
98
Teacher Assistants
Substitution 100
TEACHER RESPONSIBILITY 45
TEACHER RIGHTS
Classroom Interruptions 52
Classroom with Specialists
52
Meetings 51
School Supplies Fund 52
Use of Intercom 51
Teacher-Ratio 67
Teacher/Employee Advisory
Committee 11, 12, 49
TEACHERS 44
Teachers' Salary Schedule 44,
67, 68, 71, 72
Telephones 23, 56
Tenured Teachers 52
Textbook Committees 54
Tuition Reimbursement 45, 82,
104

U

UNION RIGHTS 7
Administrative Notices 11
Dues Deduction 8
Information and Statistics
12
Labor/Management Meetings
11
Leave for Union Activity 8
Lists 9
Majority Rights 7
Released Time 8

Teacher/Employee Advisory
Committee 11
Union Literature 10
Visitation at Schools 9
Voluntary Contributions 12
Vacancies 18, 20, 21, 49,
50, 80, 97, 20
Vision Care Insurance 15
Visitation at Schools 9
Voluntary Contributions 8,
12

W

Workers' Compensation Act 13,
102
Workers' Compensation Law 12
Workshops 56, 80
Written response 4, 53, 81,
98

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